



Hilton

Hilton East Brunswick
Three Tower Center Boulevard
East Brunswick, NJ 08816
732-828-2000

Engineering Services Request Form

ANY REQUEST RECEIVED DURING SETUP TIME WILL BE HANDLED AFTER ADVANCE ORDERS HAVE BEEN COMPLETED. THESE REQUESTS ARE SUBJECT TO AVAILABILITY OF LABOR AND MATERIALS.

SHOW NAME _____

SHOW DATES _____ BOOTH # _____

COMPANY _____

ADDRESS _____

CITY _____

STATE _____

TELEPHONE _____

ON SITE _____

CONTACT _____

SIGNATURE _____

CREDIT CARD _____

TYPE & NO. _____

EXPIRATION _____

	Regular Fee	Early Discount	Billing Units	# of Units	# of Days	Cost
Telephones						
House Phone (per Line)	\$ 50.00	\$ 25.00	Per Stay			
DID Line with Phone	\$ 150.00	\$ 125.00	Per Stay			
DID Line with Phone & Voice Mail	\$ 180.00	\$ 155.00	Per Stay			
Speaker Phone	\$ 65.00	\$ 50.00	Per Stay			

Total Telephone _____

FOR ENGINEERING USE ONLY

	X	X	X	X		
	X	X	X	X		
	X	X	X	X		

Electric

One Outlet	\$ 60.00	\$ 50.00	Per Day			
Power Strip	\$ 25.00	\$ 20.00	Per Day			
Extension Cord	\$ 25.00	\$ 20.00	Per Day			
30 Amp Distribution Panel	\$ 160.00	\$ 140.00	Per Day			
3 Phase 100 Amp	\$ 315.00	\$ 295.00	Per Day			
3 Phase 200 Amp	\$ 415.00	\$ 395.00	Per Day			
208VAC, 30 Amp	\$ 125.00	\$ 110.00	Per Day			
208VAC, 30 Amp with Distribution Panel	\$ 140.00	\$ 125.00	Per Day			

Total Electric _____

Equipment

ManLift (insurance certificate required)	\$ 105.00	\$ 105.00	Per Hour			
ManLift with Operator	\$ 172.50	\$ 150.00	Per Hour			

Total Equipment _____

Labor

Mechanic	\$ 67.50	\$ 45.00	Per Hour			
Hang Banner (ManLift not required)	\$ 25.00	\$ 20.00	Per Banner			
Hang Banner (ManLift required)	\$ 172.50	\$ 150.00	Per Banner			

Total Labor _____

Security

Lock Change	\$ 75.00	\$ 50.00	Per Lock			
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Total Security _____

ELECTRICAL CONNECTIONS:

The rates above include only the bringing of power lines to the booth in a manner most convenient to the Engineering Department and the connection of equipment to these lines provided that the equipment has the power plugs or connectors to conform to our power lines. All other material and labor necessary to make proper connection will be charged in addition to the outlet charges.

LABOR CHARGES: (if required)

1 Hour minimum \$45.00 per hour

SPECIAL NOTICE!

New Jersey State Code requires that no electrical equipment or apparatus can be connected unless it conforms to its' electrical code.

All extension cables shall be three-wire SJ cord or other approved type and not more than 25 ft long. The use of lamp cord, cube taps, or flexible cords and cables less than 14 AWG gauge wire shall not be permitted.

THE HILTON EAST BRUNSWICK WILL NOT BE HELD LIABLE FOR ANY CLAIMS ARISING OUT OF USE OF THE EXHIBIT PREMISES TO INCLUDE ELECTRICITY PROVIDED.

TO ORDER: RETURN TO HOTEL (address above) WITH CHECK FOR FULL PAYMENT 15 DAYS PRIOR TO OPENING DAY TO INSURE INSTALLATION IN TIME FOR OPENING OF SHOW AND TO RECEIVE EARLY DISCOUNT. A COPY WILL BE STAMPED AND RETURNED AS CONFIRMATION.

Total All Services _____
6% NJ STATE TAX _____
Total _____