



Rec'd _____
Date _____
Ck. No. _____
Amt. _____

ELECTRICAL & SERVICE ORDER FORM

(Mail to: Conference Planning Manager)
 Hotel Road P.O. Box 400
 Hershey, PA 17033 (717) 533-2176
 Fax: (717) 534-8888
 PLEASE PRINT OR TYPE

Name of Convention _____ Convention Dates _____

Company _____ Booth # _____

Billing Address _____

City _____ State _____ Zip _____

Order Authorized by _____

EXHIBITORS' INFORMATION

IMPORTANT:

Please read the information below before completing this form.

All ELECTRICAL CHARGES MUST BE PRE-PAID BEFORE ANY ELECTRICAL SERVICE WILL BE HOOKED UP TO YOUR BOOTH. Please make Checks payable to THE HOTEL HERSHEY

PRICES SUBJECT TO CHANGE WITHOUT NOTICE

This order must be received by THE HOTEL HERSHEY no later than 15 days before date of setup. Orders received after this date will be subject to a \$15.00 late charge.

All computer, direct lines, or data line phones must be Ordered through the Conference Planning Manager at (717) 533-2176. A 21 day advance notice is required.

LIST REQUIREMENTS BELOW

	NO.	AMOUNT
1. STANDARD ELECTRIC SERVICE – (includes 110 volt outlet up to 10 amps or 1000 watts.) MINIMUM ELECTRICAL CHARGE	\$25.00	\$ _____
2. SPECIAL REQUIREMENT SERVICE - MINIMUM 2 HOURS LABOR, for installation and removal, PLUS: *\$1.00 per amp for 110 volt (if over 10 amps) _____ *\$2.00 per amp for 208 volt, single-phase _____ (100-amp max) *\$3.00 per amp for 208 volt, three phase _____ (100-amp max) *PLUS additional installation charges as required. Electricians are available at \$45.00 per hour		\$ _____ \$ _____ \$ _____
3. ALL PRICES SUBJECT TO 6% SALES TAX _____		\$ _____
ANY QUESTIONS CALL THE HOTEL HERSHEY MAINTENANCE DEPARTMENT AT (717) 533-2171.		

THE HOTEL HERSHEY will not be responsible for power failures or voltage fluctuations.

ELECTRIC SERVICES REQUIRED

(List each item using electric and specify voltage, phase, amps or wattage.)

_____	Late Fee	\$ _____
_____	Sub Total	\$ _____
_____	6% Tax	\$ _____
_____	TOTAL	\$ _____

Credit Card Info. _____