

## Conference & Exhibit Electric Service Order Form

Event Name / Exhibitor Name \_\_\_\_\_ Date of Event \_\_Sept 30 – Oct 1\_\_

Booth # (if available) \_\_\_\_\_ Meeting Room \_\_\_\_\_ O'Hare III \_\_\_\_\_

BEO # (Hotel Use Only) \_\_\_\_\_

Quantity	Item	Regular Price Per day	Same Day Order (Per Day)	Subtotal
	20 Amp Circuit (i.e. laptop, desktop, monitor, DJ equipment , stage lighting, audio equipment, food processing equipment)	\$75.00	\$125.00	\$
	50" Flatscreen Monitor (with floor stand)	\$595.00	\$695.00	\$
	24" Flatscreen Monitor (with desk stand)	\$125.00	\$175.00	\$
	Banner Hanging	\$90.00 per hour		\$
Miscellaneous Charges:				\$
Explanation:				
Labor Charges:				\$
<b>Grand Total:</b>				\$

**\*\*Electrical fees will be determined based upon finalization of meeting room set up and corresponding room diagram\*\***

**We request that Electrical Service forms be returned within 14 days prior to your event**

### Labor Fees

\*\* Please note for specific requests labor charges might apply, please consult your CSM \*\* Regular time Mon-Fri: 7:00am-3:30pm @ \$150.00 per hour  
Overtime: Mon-Fri 3:30pm-7:00am, and Saturday until 3:30pm @ time-and-a-half (4 Hour Call Minimum)  
Double-time: Saturday after 3:30pm until 7:00am on Monday @ double-time (4 Hour Call Minimum)

**Special Notice:** Rosemont code requests that no electrical equipment or apparatus can be connected unless it conforms to its electrical code and approved by the Crowne Plaza O'Hare engineering department. All equipment must be UL listed. All splices must be installed in a metal enclosure to prevent emission of sparks. Power Connects Only.

**In Addition:** Any additional material supplied by the hotel will be charged to the guest. Special request for additional electrical services can be made through our engineering department.

### Payment details:

Type of Card: MC \_\_\_\_\_ VISA \_\_\_\_\_ AMEXP \_\_\_\_\_ Discover \_\_\_\_\_

Credit Card #: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Name (as it appears on card): \_\_\_\_\_

**Please return completed forms to James Skita: [jskita@audiovisualone.com](mailto:jskita@audiovisualone.com)**

**5440 N River Road, Rosemont, IL 60018 ~ Phone: (708) 878-1854**