

UTC Region 3 Conference & Exhibit Electric Service Order Form

Event Name / Exhibitor Name _____

Date of Event _March 11_____ Booth # _____

Meeting Room _____James River Ballroom _____

BEO# (Hotel Use Only) _____

Quantity	Item	Regular Price Per day	Same Day Order (Per Day)	Subtotal
	Production Power Drop – Dedicated 20 Amp Circuit (i.e. laptop, desktop, monitor, DJ equipment, stage lighting, audio equipment, food processing equipment)	\$85.00	\$140.00	\$
	65" Flatscreen Monitor (with floor stand)	\$655.00	\$795.00	\$
	24" Flatscreen Monitor (with desk stand)	\$115.00	\$155.00	\$
Miscellaneous Charges:				\$
Explanation:				
Labor Charges:				\$
Grand Total:				\$

****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

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_____ AMEX_____ Discover _____

Credit Card:_____ Exp. Date:_____ CCV: _____

Name (as it appears on card):_____

Please return completed forms to Amzi Jackson at amzi.jackson@pinnaclelive.com

Pinnacle Live at Omni Richmond – 100 South 12th St, Richmond, VA 23219 ~ Phone: (804) 344.7000