

Please return form to:

# HOLIDAY INN CHICAGO MART PLAZA – ELECTRICAL REQUEST FORM

350 North Orleans Street, Chicago, IL 60654 Phone (312) 836-5000 Fax (312) 836-0007

NAME OF SHOW \_\_\_\_\_ DATE(S): \_\_\_\_\_

SERVICE FOR BOOTH# \_\_\_\_\_

COMPANY NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

(STREET) (P.O BOX) (CITY) (STATE) (ZIP)

EXHIBIT REPRESENTATIVE \_\_\_\_\_ DATE \_\_\_\_\_

PHONE# ( ) \_\_\_\_\_ EXT. \_\_\_\_\_ FAX# ( ) \_\_\_\_\_

### NOTICE:

All orders for electrical service must be accompanied with a check and received by Holiday Inn Chicago Mart Plaza no later than 10 days prior to show opening. No electrical service will be provided unless prepaid in full.

Charges for standard electrical service listed includes bringing in the service to the exhibitor's main disconnect switch or distribution panel. Plus connecting and disconnecting of services to exhibitor's disconnect switch and distribution panel and the current consumed. This does not include any repair work in the booth, or any special wiring. This will be done on time and material rate basis by Holiday Inn Chicago Mart Plaza electricians. Installing of all special or extra lights, electrical headers, or any other type of electrical fixtures, must be done by Holiday Inn Chicago Mart Plaza electricians and all work paid for by exhibitors.

### BOOTH PLAN

Mark with the symbol (x) the desired location of booth outlets for lights or motor circuits.

To avoid delay in installation all equipment should be tagged with full information as to kind of current, voltage, phase, cycle, horsepower, etc., and be made ready for connection.

All equipment, wires, materials, etc. furnished by Holiday Inn Chicago Mart Plaza remain the property of that department.

Use of open clip sign sockets, use of latex or lamp cord wire in displays, duplex, triplex attachments plugs, or Christmas lights are prohibited. Exhibitors are permitted to connect to the proper distribution panel installed by Holiday Inn Chicago Mart Plaza electricians inside the booth, electrical equipment considered to be household appliances or fixtures and carrying the UL label.

### Standard Power Connections

500 watt 5A-120V (1) phase	\$ 50.00	_____ day
1200 watt 10A-120V (1) phase	\$ 87.00	_____ day
1800 watt 15A-120V (1) phase	\$103.00	_____ day
2400 watt 20A-120V (1) phase	\$120.00	_____ day

### Heavy Power Connections

30A-120V (1) phase	\$164.00	_____ day
30A-208V (1) phase	\$209.00	_____ day
30A-208V (3) phase	\$253.00	_____ day
60A-208V (1) phase	\$275.00	_____ day
60A-208V (3) phase	\$320.00	_____ day

**DID LINE CONNECTIONS** \$175.00 \_\_\_\_\_ day

**INTERNET CONNECTION** \$175.00 \_\_\_\_\_ day

(MUST HAVE NETWORK CARD)

Please note – these charges are per day and do not include 19% Service Charge and 6% Sales Tax.

In this, as in all matters where wiring constitutes a hazard, Holiday Inn Chicago Mart Plaza has the right to refuse connections and service to the exhibitor.

All orders and any changes to orders must be in writing. All lighting displays, electrical appliance, motors and all types of electrical equipment must be wired to meet the City of Chicago Electrical Code, which requires 3-wire grounded cords on all equipment and lights.

### Electrical Labor

Electrician's time will be charged in 1/2 hour increments. Labor rates are as follows:

\$40.00 Straight Time  
\$80.00 Overtime

All work performed weekdays before 8:00 A.M. and after 4:30 P.M./ Saturdays, Sundays or Holiday will also be charged at Double Time. In order to have electricians available when needed, labor should be ordered 24 hours in advance.

**Method of Payment:** \_\_\_ Visa \_\_\_ Master Card \_\_\_ American Express

\* if using Master Card, indicate the four numbers above your name here: \_\_\_\_\_

Card Member Name: \_\_\_\_\_

Account Number \_\_\_\_\_ Expiration Date \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

### FULL PAYMENT IS REQUIRED ON ALL ORDERS

All checks are to be made out to "Holiday Inn Chicago Mart Plaza" and must accompany the order forms.

If paying by Credit Card, copy of front and back of credit card required along with copy of card holder's driver license.

