



THE HILTON - COLUMBUS/POLARIS EXHIBIT SERVICE ORDER FORM

Conference Name:	
Exhibit Date(s):	Meeting Room:
Set up Time:	Set Up Date:
Tear Down Time:	Tear Down Date:
Firm Name:	Telephone:
On Site Contact:	Booth #:

*ALL PRE-ARRANGED SERVICES WILL BE GIVEN FIRST PRIORITY. ALL SERVICES MUST BE PREPAID PRIOR TO ARRIVAL .
ON SITE REQUESTS ARE AN ADDITIONAL \$50.00 PER EACH SERVICE.*

**ALL ORDER FORMS MUST BE RECEIVED BY THE
HILTON COLUMBUS/POLARIS BY 4:00PM, 48 HOURS IN
ADVANCE OF ARRIVAL**

ENTER QTY	DESCRIPTION	PRICE EACH	TOTAL
_____	120V/1-20 AMP Circuit (std outlet)	\$ 35.00	_____
_____	208V/1-30 AMP Circuit (must specify NEMA receptacle type needed)	\$ 165.00	\$ -
_____	208 V/ 1-60 AMP 3-phase	\$ 300.00	\$ -
_____	Extension Cord	\$ 10.00	\$ -
_____	Telephone Line plus cost of calls	\$ 75.00	\$ -
_____	High Speed Internet Access - per day	\$ 300.00	\$ -
_____	Banner Hanging - Each Banner	\$ 75.00	
_____	Power Strip	\$ 15.00	\$ -
_____	32" LCD Monitor with Stand	\$ 265.00	\$ -
	Sub Total		\$ -
	22% Service Charge		\$ -
	Sub Total		\$ -
	7.50% Sales Tax		\$ -
	Total		\$ -

**IT IS THE RESPONSIBILITY OF THE EXHIBITOR TO TEST FOR
CORRECT VOLTAGE BEFORE CONNECTING EQUIPMENT.
EXHIBITORS ARE RESPONSIBLE FOR ALL SPECIALTY ITEMS, I.E.
SURGE PROTECTORS, ISOLATION TRANSFORMERS,
CONVERTERS, ETC.**

PAYMENT

CC# _____ **EXP DATE:** _____

Name of Card Holder: _____

Signature: _____

If you have any questions or need help with any items on this form, please call 614/885-1600 (fax 614/885-1605).

PLEASE SEND THIS FORM & A CHECK OR CC# TO: Hilton Columbus Polaris, Attn: Sales & Catering Department, 8700 Lyra Drive, Columbus, Ohio 43240 or fax to 614/885-1605. No receipt will be sent, this Exhibitor service order form will serve as your receipt.