

## ELECTRICAL SERVICE ORDER FORM

Complete Order Form & Email to  
[bciccotelli@pyramidglobal.com](mailto:bciccotelli@pyramidglobal.com)  
 or mail order form & check made payable to:  
**DoubleTree by Hilton Manchester Downtown**  
**700 Elm St., Manchester, NH 03101**  
**Phone: 603-206-4208**

\_\_\_\_\_ Armory  
 \_\_\_\_\_ Expo Center  
 \_\_\_\_\_ Ballroom

Quantity	Description	Discount/ Advance Payment	Floor Order (less than 7 days prior to setup)	Amount
	10 amp/ 1200 watts, 110 volts	\$75.00	\$150.00	
	20 amp / 2400 watts, 120 volts	\$100.00	\$200.00	
	4 outlet power strip rental (see #13) <b>(DOES NOT INCLUDE ELECTRICITY)</b>	\$10.00	\$20.00	
<b>FOR ANY OF THE FOLLOWING ORDERS, A DESCRIPTION &amp; SPEC SHEET OF EQUIPMENT MUST BE PROVIDED</b>				
	20 amp/4000 watts 208 volts, single phase	\$375.00	\$500.00	
	30 amp / 6000 watts 208 volts, single phase	\$375.00	\$500.00	
	20 amp / 7000 watts 208 volts, 3 phase	\$425.00	\$590.00	
	30 amp / 10,000 watts 208 volts, 3 phase	\$425.00	\$590.00	
	50 amp / 17,000 watts 208 volts, 3 phase	\$475.00	\$590.00	

**Conditions and Regulations:**

1. **Building utility outlets are not a part of booth space and are not to be used by the exhibitors unless specified otherwise.**
  2. All equipment, regardless of source of power, must comply with all federal, state and city safety codes.
  3. Claims will not be considered unless filed by exhibitor prior to close of exposition.
  4. **Under no circumstances shall anyone other than "house electrician" make special or direct wiring connections.**
  5. All material and equipment furnished by DoubleTree for this service order shall remain the property of the Hotel and shall be removed ONLY by Doubletree at close of show.
  6. All exhibitor's cords must be of the 3-wire grounded type.
  7. Rates quoted for all connections cover only bringing of electrical services to booth in the most convenient manner and do not include connecting equipment or special wiring.
  8. Electrical power for lights and displays will be turned on one hour prior to show opening time and off at show closing time of day. Exceptions must be made and paid for in advance.
  9. **For 24-hour electrical service, please double your order \*\***
  10. Any exhibitor desiring an independent electrical line will be subject to a labor charge in addition to the charge for power.
  11. DoubleTree is not responsible for voltage fluctuation, power failures or power surges because of temporary power conditions.
  12. CREDIT WILL NOT BE GIVEN FOR OUTLETS INSTALLED AND NOT USED.
  13. ALL ORDERS ARE FOR A SINGLE PLUG-IN. SHORT EXTENSION CORDS AND QUAD BOXES ARE AVAILABLE FOR RENTAL.
- \*\*\*For telephone service to booth, please contact Consolidated Communication: 866-984-3001**

We require electrical service for the following equipment:

\_\_\_\_\_

Electrical \_\_\_\_\_ Show: \_\_\_\_\_  
 24-Hour Service \_\_\_\_\_ Date(s): \_\_\_\_\_  
 Total \_\_\_\_\_

Company Name: \_\_\_\_\_ Booth # \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Authorized By (print first, last): \_\_\_\_\_ Signed By: \_\_\_\_\_ Date: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_

**A secure link for payment will be sent once your form is received.**