OMNI HOTEL
Phone: 202-234-0700
Fax: 202-756-5150

Return form to: Engineering Department
Omni Shoreham Hotel
2500 Calvert Street, NW
Washington, DC 20008

ELECTRICAL AND ENGINEERING SERVICES REQUEST FORM

Event Name: _____ **Exhibitor:** _____

Set Up Date & Time: _____ **Move Out Date & Time:** _____

Location: _____ **Booth #** _____

Ordered By: _____ **Phone #** _____

On Site Contact: _____ **Phone #** _____

Omni CS Manager: _____ **Phone #** _____

EXHIBIT BOOTH ELECTRICAL

Exhibit Booth Set Up	QUANTITY NEEDED	ADVANCE ORDER	FLOOR ORDER	SUBTOTAL
120 Volt Single Phase Service		$ 125.00	$ 175.00	
Set up includes extension cord & labor				

IMPORTANT: All electrical services other than the Exhibit Booth drop will require labor. A minimum of 1 hour must be ordered to allow inspection of equipment connected into our system. Labor exceeding the minimum, will be charged at the appropriate rate, as shown in the labor section.

ADDITIONAL LABOR FOR ELECTRICAL SET UPS

	HOURS NEEDED	RATE	SUBTOTAL
Monday - Friday 7:00am to 3:30pm		$125/HR	

THIS IS AN ESTIMATE ONLY. FINAL CHARGES ARE BASED ON TIME AND ACTUAL POWER INSTALLED. Labor: Any installations or removals **BEFORE 7:00am or after 3:30pm**. M-F or all day on SAT /SUN/HOL will be subject to a **4HR** minimum at the current rate of **$125.00/HR**

HEAVY DUTY ELECTRICAL

208 Volt Single Phase Service	QUANTITY NEEDED	ADVANCE ORDER	FLOOR ORDER	SUBTOTAL
20 Amps each		$ 225.00	$ 275.00	
30 Amps each		$ 300.00	$ 450.00	
208 Volt Three Phase Service	**NEEDED**	**ORDER**	**ORDER**	**SUBTOTAL**
20 Amps each		$ 250.00	$ 300.00	
30 Amps each		$ 350.00	$ 500.00	
60 Amps each		$ 450.00	$ 650.00	
100 Amps each		$ 1,000.00	$ 1,400.00	
200 Amps each		$ 1,800.00	$ 2,300.00	
400 Amps each		$ 3,000.00	$ 4,000.00	

ADDITIONAL SERVICES

5 or more power strips or extension cords will require labor charges

RENTAL EQUIPMENT	QUANTITY NEEDED	ADVANCE ORDER	FLOOR ORDER	SUBTOTAL
Power Strips		$ 35.00	$ 50.00	
25' Extension Cord		$ 40.00	$ 55.00	
50' Extension Cord		$ 75.00	$ 105.00	
MISC.	**QUANTITY NEEDED**	**ADVANCE ORDER**	**FLOOR ORDER**	**SUBTOTAL**
Fire Alarm Disable (min. 4 hours)		$300/HR	N/A	

Grand Total Enclosed _____

GENERAL INFORMATION

1. For your protection you should install a surge protector on your computer(s). All electrical installations and connections to all electrical service will be made by an Omni Hotel electrician. Omni Hotel will not be responsible for any damage or lost equipment, componet, computer hardware, or software and/or any damage or injury to any person caused by the installation, connection or plugging into any electrical outlet by a person other than an Omni Hotel electrician.
2. All column and wall outlets are not a part of booth space. A separate outlet must be ordered at regular price for each piece of equipment to be ordred at regular price for each piece of equipment to be connected.
3. Labor must be added for electrical request except for an Exhibit Booth Set Up.
4. To receive Advance Order pricing, all orders must be received with payment 10 days prior to the set up date.
5. All production companies are to provide pig tails and cables to designated power location.

ELECTRICAL REGULATIONS

1. All equipment connected by Omni Hotels must comply with NEC, Federal, State, and local codes.
2. All cords, plugs, and power strips must be UL Listed.
3. All equipment shall be tagged and wired with complete information as to type of current, voltage, phase, cycle, horsepower, etc.

PAYMENT INFORMATION

_____ CHECK ENCLOSED IN THE AMOUNT OF: $_____ (Payable to: Omni Hotel @ The Shoreham)

_____ CHARGE MY CREDIT CARD IN THE AMOUNT OF: $_____ MC____ VISA____ AMX____ OTHER____

CARD # _____ EXP. DATE: _____/_____

NAME AS IT APPEARS ON THE CARD: _____

AUTHORIZED SIGNATURE: _____

Notes: Rates are subject to change. Updated June 1, 2007.