



**TELEPHONE, ELECTRICAL, AND INTERNET REQUEST FORM**

All requests must be received by the Catering Department at least (10) day's prior to the conference. This form must be fully completed and accompanied by a credit card number to become final.

Item Needed	Date(s) Needed	Number Needed	Cost
110 Volt Each / 10 Amp Standard Outlet (1) Outlet			\$25.00 Per Day Per Outlet
220 Volt Each /20 Amp Standard Outlet (1) Outlet			\$50.00 Per Day Per Outlet
Power Outlet Strips			\$15.00 Per Day (Each)
Extension Cords			\$10.00 Per Day (Each)
DID Phone Line			\$125.00 Per Day Per Phone Line
Hardwire Internet Cord			\$150.00 Per Day Per Line
42" Flat Screen TV with rolling cart and VGA Cable			\$175.00 per day

\*Taxes and services charges to be applied to all charges\*

Event Name \_\_\_\_\_ Booth Number \_\_\_\_\_

Exhibitor/Company Name \_\_\_\_\_

Exhibitor/Company Address \_\_\_\_\_

Contact Name \_\_\_\_\_ Phone Number \_\_\_\_\_

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

Credit Card Number \_\_\_\_\_ Type of Card \_\_\_\_\_ Exp Date \_\_\_\_\_

E-Mail Address for Receipt Mailing \_\_\_\_\_

**IMPORTANT INFORMATION:**

1. Wall, column and permanent building outlets are not part of the exhibit booth space.
2. All equipment and displays, regardless of power source, must comply with all federal, state and local safety codes.
3. All exhibitor extension cords must be heavy duty, 3-wire grounded type UL approved.
4. Rates are only for bringing service to the booth and do not include special wiring or connections.
5. Hotel is not responsible for damage to equipment due to variations in voltage caused by public service.
6. Hotel will not hook up incorrectly wired equipment.
7. If request is made less than 10 day's prior to event, it is not guaranteed that request can be fulfilled.
8. All charges are subject to service charge and tax.

**RETURN FORM TO:**

Hilton Richmond Hotel & Spa  
 ATTN: Catering Department  
 12042 West Broad Street  
 Richmond, VA 23233  
 (804) 364-3600 (Main)  
 (804) 525-6098 (Fax)