



**EMBASSY
SUITES**
by HILTON

Dallas - Frisco Hotel, Convention Center & Spa

7600 John Q. Hammons Dr. Frisco, TX 75034

Exhibit Booth Power & Equipment Order Form

Program: _____

Date: _____ Set up Time: _____ Booth # _____

End Day _____ End Time: _____

Contact: **Maria Parker**
E-mail: Maria.parker@atriumhospitality.com

Service Manager: _____

Please Fill out the form completely. An email will follow from accounting for your payment information:

EXHIBIT POWER/INTERNET ORDER

EXHIBIT EQUIPMENT ORDER

	Advanced Order Rate	On-site Order Rate	Qty.	TOTAL
Section 1				
Ext. Cord and Pwr. Strip	\$40.00	\$60.00	_____	_____
50 Amp Power Drop	\$150.00	\$200.00	_____	_____
Electricity usage fee	\$20.00	\$40.00	_____	_____

Special Power Equipment Hookups (Price includes Electrician)
(Ex. Ovens, Hot Tubs, 220V equip.)

\$375.00 (Pre-Order Connection Fee) \$475.00 (On-Site Connection Fee)

Internet - WI-FI

Single Wi-Fi Connection				
One Device	\$25.00	\$50.00	_____	_____
Additional Device	\$10.00	\$25.00	_____	_____
Wired Connection	\$75.00 each	\$125/each	_____	_____
8 - 24 Network Router	\$150.00 each	\$200/each	_____	_____
Connect Client Owned Router	\$125.00 each	\$150/each	_____	_____

Section 2

	Advanced Order Rate	On-site Order Rate	Qty.	TOTAL
3 Phase				
100 Amp, 3-Phase Service	\$350.00	\$600.00	_____	_____
100 Amp Distro Power Box	\$100.00	\$200.00	_____	_____
200 Amp, 3-Phase Service	\$650.00	\$800.00	_____	_____
200 Amp Distro Power Box	\$200.00	\$300.00	_____	_____

Prices above do not include feeder cable
Please call if you require feeder cable

3 Phase power must be installed by the hotel electrician _____

Electrician Installation & Dismantling Labor for Section 2 Power Only \$100 per hr. 2 _____
2-hour minimum

Computer Display Equipment

	Advanced Order Rate	On-Site Rate	Qty	Days	TOTAL
20" Flat Screen Monitor w/Table Stand	\$200.00	\$275.00	_____	X _____	_____
32" LED TV w/Table Stand	\$320.00	\$600.00	_____	X _____	_____
55" LED TV w/Floor Stand	\$550.00	\$650.00	_____	X _____	_____
70" LED TV w/ Floor Stand	\$700.00	\$950.00	_____	X _____	_____
Laptop Computer	\$225.00	\$425.00	_____	X _____	_____
DVD Player	\$100.00	\$150.00	_____	X _____	_____
LCD Projector	\$350.00	\$450.00	_____	X _____	_____
AV Cart	\$30.00	\$40.00	_____	X _____	_____
Tripod Screen	\$80.00	\$90.00	_____	X _____	_____
Client Owned Projector Package*	\$200.00	\$225.00	_____	X _____	_____

*Includes screen power and tech support

Poster Easel	\$20.00	\$40.00	_____	X _____	_____
Flipchart Easel	\$40.00	\$60.00	_____	X _____	_____

Audio Equipment

Powered Speaker w/ Stand	\$105.00	\$125.00	_____	X _____	_____
House Sound Patch/Audio Mixer	\$100.00	\$200.00	_____	X _____	_____
Wired Microphone (Hand Held)	\$50.00	\$65.00	_____	X _____	_____
Wireless Mic (Hand Held or Lapel)	\$150.00	\$165.00	_____	X _____	_____
CD Player or Laptop Sound Hookup	\$55.00	\$75.00	_____	X _____	_____

Lighting & Rigging Services

LED Up Light	\$80.00	\$100.00	_____	X _____	_____
Banner Setup/Teardown	Call for Details				
Ladder	\$100				
26ft Scissor Lift	\$850/day	\$1700/week	Qty. _____		

(Your Company must have \$1M in liability insurance to operate the lift)

Contact Information (Credit Card Billing Address)

Company Name: _____

On-Site Contact Name: _____

Address: _____

State & Zip Code: _____

Phone Number: _____

Email: _____

Customer Signature: _____

Total Charges

Equipment Total Charge _____

Total Power Labor Charge (for power ordered in Section 2) _____

Total Equipment Charge _____

25% Hotel Service Charge _____

8.25% Sales Tax _____

Grand Total _____

Please complete the Exhibit Form with your E-mail and Phone # ---Form must be completed (10) business days before event.
Payment information must be received 3 days before Expo to receive your order.
A member of the Sales Dept will contact you to confirm your order and payment.