

**PLEASE PRINT CLEARLY**

Name of Event	Date (s) Exhibiting
Your Firm Name	Booth Numbers
Street Address	Contact Person
City	State Zip Phone #

**Payment Notice:** Advanced Rates apply to orders paid in full and received 3 BUSINESS DAYS PRIOR TO THE FIRST SCHEDULED MOVE-IN DAY.  
 Day of Event Rate must be paid upon request of services on move-in day or during event. NO EXCEPTIONS.

## Standard Electrical Service

120 Volts per Single Receptacle				#of Total Dates Needed	TOTAL
Qty.	Advance Rate (per day)	Day of Rate (per day)			
10 amp (1100 watts)	\$80.00	\$150.00			
20 amp (2200 watts)	\$110.00	\$200.00			
Standard Electrical includes power strip and extension cord					

## Internet Service

Qty.	Advance Rate (per day)	Day of Rate (per day)	# of Total Dates Needed	TOTAL
High Speed Wired Connection (includes 1 connection)	\$100.00	\$200.00		
Wireless Internet Connection (includes 1 connection)	\$25.00	\$50.00		
Additional Wired Connections	\$50.00	\$100.00		
Additional Wireless Connections	\$10.00	\$20.00		

## Special Electrical Service

Qty.	Advance Rate (per day)	Day of Rate (per day)	Description:
208 volt Single Phase 15 amp 1650 watts	\$150.00	\$250.00	
208 volt Single Phase 30 amp 3300 watts	\$175.00	\$300.00	
Single Phase 200 amp 120/240 volt	\$300.00	\$400.00	
Three Phase 200 amp 110/208 volts	\$400.00	\$500.00	
Three Phase 400 amp 110/208 volts	\$500.00	\$600.00	

  

Hours	Average Advanced Rate	Average Day of Rate	Note: Direct Any Question About Electrician Needs to Convention Service Manager	#of Total Dates
Electrician Services	100	170		

All special electrical services request must come with a description of the item and the plug written in the area above and to the right. Special Electrical service require an electrician with hourly rates based lead time. Please be very descriptive in explaining you items, as to expedite the electrician's time and reduce the fee required for setup

## Service Accessories

Accessories do not include power. Be sure to order power as needed. Accessories ordering advance will be placed in your booth and accessories ordered day of event will be delivered upon request.

Qty.	Advance Rate (per day)	Day of Rate (per day)	#of Total Dates Needed	TOTAL
Extension Cord (25')	\$10.00	\$20.00		
Power Strip	\$15.00	\$30.00		

## Payment Information

** Taxes & Service Charges are subject to change without notice	Order Total
24% Required Service Charge on the Order Total	
11.025% Required Tax on the Service Charge Total	
8.025% Required Tax on the Order Total	
No Personal Check. Make Company Checks Payable to: Renaissance Minneapolis Hotel, The Depot <b>Type of Payment (Please Circle)</b> Company Check _____ Company Check Number _____ Credit Card (last 4 digits only)**: _____ Signature on Card _____ <b>** If paying by Credit Card - DO NOT print number on this form, instead call: 612-758-7804 between the hours of 9a-3pm Central Time (M-F). Orders will NOT be processed until payment is called in Please do NOT leave your credit card number on a voice mail. Credit cards are processed day of advising number.</b>	<b>Grand Total</b>

Please Fax Completed Forms to: Convention Service at (612).758.7814 or email to sales@renminneapolis.com