

Embassy Suites Myrtle Beach
9800 Queensway Boulevard,
Myrtle Beach, SC 29572

Electrical Order Form

BOOTH NUMBER: _____

Email completed form to: caroline.neeves@hilton.com
Fax Number: (843) 497-1219
ATTN: Caroline Neeves, Event Services
Phone: (843) 497-1000

Specify equipment needing electricity:

NAME: _____
PHONE: _____
NAME OF CONFERENCE: _____
VENDOR NAME: _____

LOCATION: _____
SETUP DATE/TIME: _____
DATE OF CONFERENCE: _____
DATE ORDERED: _____

To avoid additional charges, all orders must be submitted to the hotel a minimum of 10 days prior to the event.

Electrical Service Required		
(if order is placed prior to 10 days before start of event)		
Quantity	110 VOLT AC Standard Service	Price
_____	5 Amps/500 Watts @ \$60 each (One connection for phone, laptop, TV, or LED Light)	_____
_____	20 Amps/2200 Watts @ \$110 each (Multiple devices on one individual circuit)	_____
_____	Multi-Power Outlet Strip @ \$180 each ---Includes 20 Amps connection (6 connections, several devices for one exhibitor)	_____
Price includes 1 loaned 25' extension cord. Charge for unreturned cord is \$35+tax.		_____
Total		_____
Quantity	Band Power Box	Price
_____	20 Amps/2200 Watts @ \$395 each ---up to 12 connections ---Includes direct wiring required by a certified in-house electrician	_____
Total		_____
Quantity	208 Volt AC Single Phase	Price
_____	50 Amp Service @ \$345 each ---Includes direct wiring required by a certified in-house electrician	_____
Total		_____
Quantity	208 AC Three Phase	Price
_____	50 Amp Service @ \$445 each ---Includes direct wiring required by a certified in-house electrician	_____
Three phase available only in Palisades Ballroom		_____
Total		_____
Quantity	Banner Hanging	Price
_____	Banner up to 6' @ \$75 each	_____
_____	Banner 6' - 12' @ \$125 each	_____
_____	Back Drop behind stage @ \$300 each	_____
Total		_____

Final Total:

Electrical Service Required		
(if order is placed after 10 days before start of event)		
Quantity	110 VOLT AC Standard Service	Price
_____	5 Amps/500 Watts @ \$120 each (One connection for phone, laptop, TV, or LED Light)	_____
_____	20 Amps/2200 Watts @ \$220 each (Multiple devices on one individual circuit)	_____
_____	Multi-Power Outlet Strip @ \$320 each ---Includes 20 Amps connection (6 connections, several devices for one exhibitor)	_____
Price includes 1 loaned 25' extension cord. Charge for unreturned cord is \$35+tax.		_____
Total		_____
Quantity	Band Power Box	Price
_____	20 Amps/2200 Watts @ \$545 each ---up to 12 connections ---Includes direct wiring required by a certified in-house electrician	_____
Total		_____
Quantity	208 Volt AC Single Phase	Price
_____	50 Amp Service @ \$495 each ---Includes direct wiring required by a certified in-house electrician	_____
Total		_____
Quantity	208 AC Three Phase	Price
_____	50 Amp Service @ \$595 each ---Includes direct wiring required by a certified in-house electrician	_____
Three phase available only in Palisades Ballroom		_____
Total		_____
Quantity	Banner Hanging	Price
_____	Banner up to 6' @ \$175 each	_____
_____	Banner 6' - 12' @ \$225 each	_____
_____	Back Drop behind stage @ \$400 each	_____
Total		_____

Final Total:

Signature: _____ Date: _____

KINGSTON RESORTS

Credit Card Payment Authorization Form

Please complete all areas below. Incomplete requests may be rejected. This form must be received at least 10 business days prior to Check-In to ensure acceptance of the credit card to be charged. Copy of Driver's License and Credit Card front and back must be included with authorization form.

CARDHOLDER - Please complete the following section and sign/ date below:

Cardholder Name as it Appears on Credit Card:				
Cardholder Billing Address:				
City:	State:	Zip:		
Daytime/Business Telephone:			Evening Telephone:	
Credit Card Number:			Expiration Date:	
Credit Card Type:				
Visa/MasterCard	American Express	Discover	JCB	Diners Club
Issuing Bank Name:				
Bank Phone Number (from back of your credit card):				
I agree to cover the following categories of charges:				
All Charges	Room & Tax	Food & Beverage	Parking/Resort Fee	Business Services
I agree to cover the above categories of charges up to a Maximum Amount of \$				

GUEST INFORMATION:

Guest Name:	Check-In Date:
Name of Person Making Reservation:	
Confirmation Number:	Phone Contact:
Email Contact:	

Note: Charges for room and tax will be charged to your credit card immediately. Any incidental charges above will be charged at the time of check-out.

Amount to be immediately charged to credit card for room and taxes or deposit: \$

Final balance billed to credit card (hotel use only): \$

By signing below, you authorize the hotel to charge your credit card immediately for the amount indicated above up to the "Maximum Amount" indicated above. You further acknowledge that if "all charges" has been selected, then all guest/group related charges (less Deposit) will be charged to the above card number at the time of check-out or event conclusion.

Please be advised that there will be an additional 3% administrative processing fee automatically processed with your payment.

Cardholder Signature:

Date: