



## ELECTRICAL ORDER FORM

The following are available electrical services at the Embassy Suites Albuquerque – Hotel & Spa. Circuit orders received at least 2 weeks prior to the event move-in date are considered pre-orders. Any orders received within 2 weeks to move-in are considered Floor orders. All orders must be accompanied by payment for services requested. Installations will not take place until payment has been made.

Power strips or other multiple-plug adapters are not allowed unless surge-protected. Customers must provide plug ends for 208 & 220 services, or equipment can be hard-wired by Hotel engineering staff if necessary. We will hard-wire the appliance only if requested. All rates quoted below are for PRE-ORDERS and include installation of services to the side or rear of booth/stage, current used and removal at show closing. Rates are flat charge per event (not daily). Any order requiring special services may be subject to additional service or labor charges. If you have special requirements, please note them in the space provided.

**Floor order rates are double the below rates.**

AVAILABLE SERVICE & PRICE	RATE	QUANTITY	TOTAL
208 Single-phase – 2 110v hot & 1 ground, 50amp max	\$200.00	_____	_____
208 Triple-phase - 3 110v hot & 1 ground, 50amp max (Customer must specify if neutral I is needed)	\$250.00	_____	_____
220 - 2 110v hot, 1 neutral & 1 ground	\$200.00	_____	_____
110 - 1 110v hot, 1 neutral & 1 ground, 20amp/1700 watt max (3 outlets & extension cord included)	\$ 50.00	_____	_____

Special Requirements: \_\_\_\_\_

**NOTE: ALL CHARGES LISTED ABOVE WILL BE CHARGED STANDARD SERVICE CHARGE (CURRENTLY 22%) AND STANDARD SALES TAX (CURRENTLY 6.875%).**

Company: \_\_\_\_\_  
Contact: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_

Event Name: \_\_\_\_\_  
Move-in date: \_\_\_\_\_  
Booth Number: \_\_\_\_\_  
Phone Number: \_\_\_\_\_

### Form of Payment Information

**Form of Payment:** Check # \_\_\_\_\_  
Credit Card (Amex, Visa, Mastercard, Diner's Club, Discover, JCB)

**Card Information:** Card Number: \_\_\_\_\_ Expiration: \_\_\_\_\_  
Name on Card: \_\_\_\_\_

**Cardholder** Billing Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_  
Zip: \_\_\_\_\_ Country: \_\_\_\_\_  
Phone: \_\_\_\_\_

I hereby authorize the following charges to the above credit card for electrical services at the Embassy Suites Albuquerque – Hotel & Spa. I understand that I will be held solely responsible for the payment of said charges. Included is a front & back copy of the card.

Signature \_\_\_\_\_

It is our intent to provide quality utility service for our clients, however the Hotel cannot be responsible for any damages to electrical, mechanical, or computer equipment caused by power surge, voltage drop, loss of building power or any failure deemed an "Act of God". It shall be the responsibility of the client to provide adequate surge protection for their equipment and an act in good faith with installation & removal of equipment including but not limited to any electrical, mechanical or computer equipment. It shall also be the responsibility of the client to ensure that their equipment is unplugged & properly secured during non-operating hours. All prices are subject to current service charge and tax. All prices are subject to current service and tax.