



Service Request Form

Owner Information:

Name: _____

Address: _____

City, State, Zip: _____

Phone: _____

Email: _____

Conference Name: _____

Conferene Date: _____

Credit Card Authorization

Credit Card Number: _____ Expiration Date: _____

Authorized by: _____
(Print) (Signature)

I certify that all information is complete and accurate. I hereby authorize **DoubleTree by Hilton Williamsburg** to collect payment for all charges as indicated in the Rate Information and Approved Charges section of this form by processing a charge to the credit card listed above. Charges must not exceed _____ for the entire stay/event. I understand that a new form will have to be completed if guest wishes to extend his/her stay. I certify that I am the authorized signer of the credit card listed above.

Rules and Regulations

1. Wall, column and permanent building outlets are not a part of booth space and are not to be used by exhibitors unless specified in writing by the Hotel's Engineering department.
2. Under no circumstances shall anyone other than "house electricians" make electrical connections. (Does not apply to 110 volt outlets.)
3. Use of open clip sockets, latex, or lamp cord wire and duplex or triplex attachment plugs in exhibits is strictly prohibited.
4. All extension cords supplied by exhibitor must be 3-wire grounded types.
5. All equipment regardless of source of power, must comply with NEC electrical codes as well as Williamsburg, Virginia electric codes.
6. All material and equipment furnished by the hotel staff shall remain the property of the hotel and can only be removed by hotel engineering personnel at the close of the function.
7. Exhibitor is responsible for any and all damages to floor coverings and walls caused by exhibitor and/or exhibitor's employees.

Disclaimer

DoubleTree by Hilton Williamsburg is not responsible for any lost, stolen, damaged or misdirected equipment, personal items or business related property brought onto the premises by an Exhibitor, Guest, Group Contractor, etc. This includes items that are in the meeting room outside of the Event hours.

Intials

Date

Box Handling/Storage

- Address incoming boxes as follows:

Mr./Ms. Contact Name
Name of Your Company
c/o (meeting name and start date)
DoubleTree by Hilton Williamsburg
50 Kingsmill Road, Williamsburg, VA, 23185
Attention: Heather Meier

If you are shipping an item that requires special handling, or that is larger than 3 feet square or heavier than 200 lbs., please contact your Conference Services Manager at least 14 days in advance. This includes computer equipment, Internet servers, electronics, etc. The Hotel does not assume responsibility for handling or setup of such items unless special arrangements have been made. Should you contract with the Hotel to move or set up your special items, handling charges will apply.

Out-going:

- All outgoing boxes must be packed, sealed and labeled by Exhibitor.
- Guests can ship out by contacting the Sales Office by 5:30 p.m. on teardown day (Monday - Friday): Weekend shipments will be stored until Monday. Such shipping charges can be put on the on a credit card, or on the guest's UPS or FedEx account (you must provide your own UPS/FedEx account number or labels).
- Sales Department will provide a "shipping form" that the Hotel uses internally for proper tracking.
- Large boxes and exhibit cases need to remain in the exhibit area, however the Sales Team will still assist with making the arrangements.
 - Questions should be directed to your Conference Services Manager prior to the meeting.

(Signature)

(Date)

Cost Breakdown

List of Services

Electricity

Qty.	Description	# of Days	Cost per Day	Total
	Standard Electrical Service Rental (110 volt 20 amp) Note: Power cords must be returned to the hotel otherwise your credit card will be charged an additional \$20.			\$0.00
	208/230 V 50 Amp 1 Phase		\$37.55	\$0.00
	208/230 V 50 Amp 3 Phase*		\$37.55	\$0.00
	208/230 V 100 Amp 3 Phase*		\$37.55	\$0.00
	Portable Dedicated Electric Box (Band Box)		\$37.55	\$0.00
	Hook up charge into electrical panel for 208/230*	**One Time Fee	\$37.55	\$0.00
	Power Strip		\$37.55	\$0.00
	Additional Equipment-Pallet Jack**		\$37.55	\$0.00
	Genie Personnel Lift**		\$37.55	\$0.00
			Subtotal	\$0.00

**Must supply certificate of insurance 14 days prior to use
Note: Any item in excess of 800 lbs. vendor to supply plywood for transporting over carpeted and tile areas of the hotel.

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Tax rate	7.00%
Tax	\$0.00
Grand total	\$0.00

Cost Breakdown

List of Services

Additional Services

Qty.	Description	# of Days	Cost per Day	Total
	6FT Exhibitor Table with WasteBasket and (2) Chairs		\$25.00	\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
			Subtotal	\$0.00

Tax rate	7.00%
Tax	\$0.00
Grand total	\$0.00