



2022 Electrical and Exhibit Service Order Form

Return **both** pages to:
 Crowne Plaza
 Indianapolis Downtown At Union Station
Attn: Ida Grady, Crowne Meetings Director
 123 West Louisiana Street
 Indianapolis, IN 46225
Fax Number: 317-236-7461 or ida.grady@genhotels.com

Method of Payment:

- 1) Mail check payable to Crowne Plaza at Union Station
- 2) Check # _____

3) Credit Card: ___ AmEx ___ MC ___ VS ___ DS ___ DC
 CC# _____ Exp _____

Print Name on Card: _____

Event: Association of Clerks of the Circuit Courts of Indiana
Exhibit/Trade Show Dates: 6/14/22 & 6/15/22

Vendor: _____
 Address: _____
 City: _____ State _____ Zip _____
 Telephone: _____

Set Up Time / Date: **2:30pm-7:00pm on 6/13/22**
 Tear Down Time/Date: **4:00pm-5:00pm on 6/15/22**
 Table/Booth # _____ (if known)
 Meeting Room Assigned: **Grand Hall Foyer & Conference Center Corridors**
 On-Site Contact for Company: _____

Fax: _____
 Email Address: _____

Electrical & Misc. Services

No Tax or Service Charge on Electrical or the Services Listed

Description	Qty	#Days	Cost Per Day/Advance Order	After 10/25 / On-Site	Total
120 v Outlet Duplex 20 amps (2 inputs)			\$45.00	\$75.00	
Wireless High Speed Internet Line(s)			Complimentary	Complimentary	
Hookup/placement 50-100 amps single phase			\$125.00	\$200.00	
Hookup/placement 50-100 amps three phase			\$150.00	\$225.00	
Hookup/placement per 100 amps single phase			\$175.00	\$250.00	
Hookup/placement per 100 amps three phase			\$200.00	\$275.00	
208v Outlet up to 50 amps 1-3 phase			\$200.00	\$300.00	
208v Outlet hookup 200 amp three phase			\$350.00	\$500.00	
Engineering Labor (if required; 1 Hour Minimum)			\$30 per Hour		
Other Special Requests on a Case by Case Basis					

Exhibit Policies and Deadlines:

- **Advanced order prices effective through Tuesday, May 31, 2022. Orders received after Tuesday, May 31, 2022 will be at the higher rate.**
- Clients are responsible for any damage to walls/doors/ceilings and any property in general for the self-hanging of any banners and signs not approved by the Chief Engineer, Crowne Meetings Director or Catering Manager. NO push pins are permitted; painter's tape is an approved medium for hanging items on wall surfaces.
- Power services are based on 120-Volt single-phase system.
- Use of **Non-Approved Power Strip** plugs to operate a series of spotlights or other electrical apparatus is **strictly prohibited**. Additional charges will apply for all items using electricity plugged into outlets ordered. The Chief Engineer will determine the proper means of installment.
- **NOTE: ALL ORDERS ARE TO BE PRE-PAID PRIOR TO THE EVENT AND SERVICES PERFORMED.**

Client Name (Please type or print): _____

Signature: _____



Connection Charges (as shown on page 1): Cover the cost of electrical connections, temporary lines and bringing power lines to your location. Service includes bringing power to one point and one connection. Charges do not include work in your booth, repair work or any special wiring from disconnect switch or distribution panel to exhibitor’s equipment. Work performed in booth for special wiring will be charged on a time and material basis.

ELECTRICAL REQUIREMENTS AND REGULATIONS OF CROWNE PLAZA AT UNION STATION

1. **All** electrical connections, installations, assemblies, motors or any electrical operating gear must conform to all federal, state and local electrical and fire codes.
2. **All** equipment regardless of source of power must comply with all safety codes.
3. **Exhibitors Shall Be Prohibited** from overloading circuits regardless of voltage and amperage. Overloading of circuitry due to equipment failure will be excusable only on the first interruption of power. Equipment must not be restarted until a “house electrician” has checked equipment for source of problem and corrects malfunction.
4. **Under No Circumstance** shall anyone other than the “house electrician” make electrical connection.
5. **Exhibitors Shall Be Prohibited** from using equipment not properly protected by some type of overload circuit breaking device. Such device to be a part of the equipment or may be installed as part of the initial installment. When approved by the “house electrician” normal circuit protection will be adequate.
6. **Use** of open clip sockets, latex or lamp cord wires in display, duplex or triplex attachment plugs are prohibited.
7. **Crowne Plaza at Union Station** reserves the right to check and inspect any and all electrical connections, equipment and facilities that any customer uses while on hotel property. “House electrician” may at any time check voltage and amperage at any booth. Any discrepancy found on electrical systems must be corrected immediately or power shall be disconnected.
8. **Claims** will not be considered unless filed by client prior to departure.
9. **Special Equipment** requiring company engineers or technicians for assembly, servicing, preparatory work and operation may be executed without “house electrician” however, all service connections and overload protection to such equipment must be made only by “house electrician.”
10. **All** equipment must be tagged and wired with complete information as to type of current, voltage, phase, cycle, horsepower, etc.
11. **All Material** and equipment furnished by HOTEL for this service order shall remain the HOTEL’s property and shall be removed **ONLY** by the HOTEL at the conclusion of the function.
12. **Wall, Column and Permanent Building Utility Outlets** are **NOT** part of exhibit space and are not to be used by the exhibitors unless specified otherwise by the HOTEL Engineering department, Catering or Convention Services Manager.
13. **All Exhibitor’s** cords **MUST** be of the three-wire ground type. All exposed non-current carrying metal parts of fixed equipment which are liable to be energized, shall be grounded.
14. **CREDIT will NOT BE GIVEN** for outlets installed but not used, and **RATES** are subject to change without notice.
15. **HOTEL** does not accept any responsibility for any injury / death to any or all persons as a result of this order. **CROWNE PLAZA AT UNION STATION, dba GENERAL HOTELS PROPERTY, INC.,** assumes no liability damage(s) to equipment caused by power fluctuations beyond the direct control of the Hotel.

Important: Read all rules and regulations before completing and signing this order form.

BY SIGNATURE BELOW, I agree to all charges specified and agree to abide by the rules and regulations. I am authorized to sign for company.

Name (Please print): _____

AUTHORIZED SIGNATURE: _____ **DATE:** _____