



Hilton Hawaiian Village Event Electrical & Mechanical Service Order Form

| | | | |
|----------|-------|-----------------|-------|
| Event | _____ | Company | _____ |
| Date | _____ | Address | _____ |
| Location | _____ | City/State/Zip | _____ |
| ESM | _____ | Phone | _____ |
| | | Email | _____ |
| | | On Site Contact | _____ |

1. All orders must be pre-paid within 1 week and received by the Hilton Hawaiian Village prior to function opening. Any order received after show set-up will be charged a \$100.00 late fee.
2. It is your responsibility to confirm receipt of order.

REQUIREMENTS (from reverse side)

| | |
|----------------------------------|-------|
| Requirements Total from Reverse: | _____ |
| Additional Charges (if any): | _____ |
| Tax (4.712%): | _____ |
| Total Charge: | _____ |
| Pre-Paid: | _____ |
| Grand Total: | _____ |

GENERAL POLICIES (PLEASE READ CAREFULLY):

The Hilton Hawaiian Village requires that all clients and contractors abide by the general policies for Event Electrical and Mechanical service listed below. All other requests not covered under this policy must be approved by the General Manager.

1. In order to serve you better, please attach any information, diagrams, etc. that will assist our staff.
2. All wiring must meet local codes and ordinances.
3. The Hotel will not provide use of any tools, equipment, ladders or lifts solely for the client's use. Any special requirements can be accommodated and will be billed at the Stand-By Engineer rate of \$125.00/hour.
4. Payment for additional services requested during set-up must be made upon completion of service.
5. The State of Hawaii Electrical Code requires that no electrical equipment or apparatus can be connected unless it conforms to its electrical code. The Hotel will supply a qualified electrician to install and correct any minor infraction at stated labor cost. All electrical equipment must be UL Listed.
6. Access to roofs/ceiling areas is restricted to qualified personnel. Client may request for a Stand-by Engineer to assist in gaining access to these areas at the current Stand-By Engineer rate.
7. All attachments to hang points, lighting pipes, structural steel, or any part of the ceiling must be supervised by the Hotel Engineers. Nothing is allowed to be mounted or placed on walls, as the walls are special acoustic walls. The Hotel reserves the right to refuse to hang or rig any item at its discretion. Absolutely no alterations may be made to Hotel Property unless a written approval is obtained from the Director of Property Operations or the General Manager.
8. If any equipment move-in is performed, the client is required to protect the carpet and flooring from wheel movement from carts, scissor lifts, etc. Visqueen may be used, but marly covering is preferred.
9. Repairs for damages to Hotel facilities or equipment by client or client's subcontractors will be charged directly to the client.

By signing below, I agree to the above stated general policies and will abide to all Hilton Hawaiian Village policies and procedures. I understand that I will be liable for damages caused by any equipment or personnel under contract for any and all exhibitions and productions to which I am responsible.

Client Signature _____ Date _____

Convention, Exhibit & General Session Pricing

| | | Qty | Per Day | Total | Miscellaneous | | Qty | Per Day | Total |
|------------------------------|---------|-----|---------|-------|--|--------|-----|---------|-------|
| 120 Volt | | | | | Extension cord* | \$30 | | | |
| 20 amps | \$150 | | | | Power strip* | \$30 | | | |
| 30 amps | \$175 | | | | 150 watt clamp on spotlight | \$30 | | | |
| 40 amps | \$200 | | | | Leiko | \$75 | | | |
| 50 amps | \$250 | | | | Spotlight | \$200 | | | |
| 208 Volt Single Phase | | | | | Hang points | \$75 | | | |
| 15 amps | \$200 | | | | Air Conditioning Service | | | | |
| 20 amps | \$225 | | | | Tapa/Coral Ballroom (per day) | \$1500 | | | |
| 30 amps | \$300 | | | | Meeting Rooms (per day) | \$750 | | | |
| 40 amps | \$375 | | | | Standby Engineer/Electrician | | | | |
| 50 amps | \$425 | | | | Engineer/hour up to 8 hours | \$150 | | | |
| 60 amps | \$475 | | | | Engineer/hour for 9 th -12 th hours (4 hour minimum) | \$225 | | | |
| 70 amps | \$575 | | | | Engineer/hour on holidays (4 hour minimum) | \$300 | | | |
| 80 amps | \$575 | | | | Fire/Life Safety Engineer – Must have permit on file with the fire department. | | | | |
| 90 amps | \$625 | | | | Smoke/fog machine standby requires a minimum of 2 engineers for one hour. | | | | |
| 100 amps | \$675 | | | | Banners | | | | |
| 150 amps | \$925 | | | | Hang/remove per banner | \$150 | | | |
| 208 Volt Three Phase | | | | | Tapa Ballroom | | | | |
| 5 amps | \$150 | | | | Focused light fixture | \$75 | | | |
| 10 amps | \$200 | | | | 15 amp ceiling circuit | \$75 | | | |
| 15 amps | \$250 | | | | *Specify what the extension cord is for and/or what will be plugged into the power strip as additional power may be required to avoid blowing circuits. | | | | |
| 20 amps | \$300 | | | | | | | | |
| 30 amps | \$400 | | | | | | | | |
| 40 amps | \$425 | | | | | | | | |
| 50 amps | \$475 | | | | | | | | |
| 60 amps | \$575 | | | | | | | | |
| 70 amps | \$575 | | | | | | | | |
| 80 amps | \$600 | | | | | | | | |
| 90 amps | \$675 | | | | | | | | |
| 100 amps | \$750 | | | | | | | | |
| 125 amps | \$875 | | | | | | | | |
| 200 amps | \$1,150 | | | | | | | | |
| 400 amps | \$2,050 | | | | | | | | |
| 600 amps | \$2,550 | | | | | | | | |
| Electrical Panels | | | | | | | | | |
| 6 circuit panel | \$350 | | | | | | | | |
| 8 circuit panel | \$425 | | | | | | | | |
| 12 circuit panel | \$525 | | | | | | | | |
| 18 circuit panel | \$725 | | | | | | | | |

Notes: