



## Convention & Exhibit Service Electric Service Order Form

We request that Electrical Service forms be returned within 14 days prior to your event

Event Name / Exhibitor Name \_\_\_\_\_  
 Date of Event \_\_\_\_\_ Booth # (if available) \_\_\_\_\_  
 Meeting Room \_\_\_\_\_ BEO # (Hotel Use Only) \_\_\_\_\_

Quantity	Item	Regular Price Per day	Same Day Order (Per Day)	Subtotal
	10 Amp Circuit (i.e. laptop, desktop, monitor)	\$55.00	\$125.00	\$
	20 Amp Circuit (i.e. DJ equipment , stage lighting, audio equipment, food processing equipment)	\$110.00	\$150.00	\$
	100 Amp 208 Volt Single Phase	\$800.00	\$1,200.00	\$
	100 Amp 208 Volt Three Phase	\$875.00	\$1,312.50	\$
	200 Amp 208 Volt Single Phase	\$900.00	\$1,350.00	\$
	200 Amp 208 Volt Three Phase	\$975.00	\$1,462.50	\$
	Re-Key Meeting Rooms (First Key)	\$75.00		\$
	Additional Meeting Room Key	\$25.00		\$
	Banner Hanging	\$90.00 per hour(1/2 hour minimum)		\$
Miscellaneous Charges:				\$
Explanation:				
Labor Charges:				\$
<b>Grand Total:</b>				<b>\$</b>

**\*\*Electrical fees will be determined based upon finalization of meeting room set up and corresponding room diagram\*\***

### Labor Fees

\*\* Please note for specific requests labor charges might apply, please consult your CSM \*\*

Regular time Mon-Fri: 7:00am-3:30pm @ \$140.00 per hour

Overtime: Mon-Fri 3:30pm-7:00am, and Saturday until 3:30pm @ time-and-a-half (4 Hour Call Minimum)

Double-time: Saturday after 3:30pm until 7:00am on Monday @ double-time (4 Hour Call Minimum)

**Special Notice:** Rosemont code requests that no electrical equipment or apparatus can be connected unless it conforms to its electrical code and approved by the Crowne Plaza O'Hare engineering department. All equipment must be UL listed. All splices must be installed in a metal enclosure to prevent emission of sparks. Power Connects Only.

**In Addition:** Any additional material supplied by the hotel will be charged to the guest. Special request for additional electrical services can be made through our engineering department.

# Crowne Plaza O'Hare Shipping & Receiving Price List

## PRICING FOR IN-HOUSE GUESTS OR ATTENDING AN EVENT HERE

SHIPPING SERVICE CHARGES- \$10 per Item plus the cost to ship

### RECEIVING SERVICE CHARGES

\$5 per item 1-20 pounds

\$10 per item 20-100 pounds

\$15 per item 100-200 pounds

\$100 per item 200 pounds and OR per pallet

Amount due: \$ \_\_\_\_\_

## PRICING FOR NON-HOTEL GUEST

SHIPPING SERVICE CHARGES- \$50 per Item plus the cost to ship

### RECEIVING SERVICE CHARGES

\$25 per item 1-20 pounds

\$50 per item 20-100 pounds

\$75 per item 100-200 pounds

\$250 per item 200 pounds and OR per pallet

Amount due: \$ \_\_\_\_\_

## PRICING FOR FREIGHT SERVICES WITHOUT A LIFT GATE (In House Guest or Non-Hotel Guest)

SHIPPING SERVICE CHARGES- \$50 per Item plus the cost to ship

### RECEIVING SERVICE CHARGES

\$50 per item 1-20 pounds

\$100 per item 20-100 pounds

\$150 per item 100-200 pounds

\$500 per item 200 pounds and OR per pallet

Amount due: \$ \_\_\_\_\_

## STORAGE FEES

\$5 PER DAY (PER ITEMS) AFTER 3 BUSINESS DAYS OF GROUPS DEPARTURE

Amount due: \$ \_\_\_\_\_

DATE \_\_\_\_\_

GUEST NAME \_\_\_\_\_ GROUP NAME \_\_\_\_\_

SHIPPING RECEIVED DATE \_\_\_\_\_

CHARGE TO GUESTROOM \_\_\_\_\_

ROOM NUMBER \_\_\_\_\_

CREDIT CARD NUMBER \_\_\_\_\_ EXP DATE \_\_\_\_\_ CVV # \_\_\_\_\_

GUEST SIGNATURE OF APPROVAL \_\_\_\_\_ DATE \_\_\_\_\_