



INTERCONTINENTAL.
HOUSTON

2222 West Loop South
Houston, Texas 77027
Tel: 713-850-2806

Please return this form to Sylvia Harms Fax:713-369-2036

Exhibitor Information Requirements

PLEASE TYPE OR PRINT CLEARLY

Name of Conference: _____

Exhibitor/Company Name: _____ Booth #: _____

Contact Name: _____

Contact Phone #: _____ Fax #: _____

Contact Address: _____

On Site Contact (if different from above): _____

Credit Card: _____ Expiration Date: _____

Name on Credit Card: _____

Signature: _____

All charges related to the above requirements may be billed to the credit card noted above.

Are you a guest at the hotel during the conference? Yes No

Requirements

Please specify the quantity of each item needed on the line to the left of each item. (Please note the majority of the equipment is charged on a daily basis. Charges are listed next to each item).

Telephone

_____ DID Phone Line (\$185.00 for the 1st day, \$15.00 for each additional day)
(In and out calling, dedicated phone number, usage charges apply)

_____ Regular Speed Analog Data Line (\$135.00 for the 1st day, \$15.00 for each addtl day)
(Dialing out ONLY, good for modems or credit card machines, usage charges apply)

_____ High Speed T1 Line (\$500.00 for the 1st day, \$30.00 for each additional day)

Audio/Visual - Prices are not inclusive of 8.25% rental tax and 22% service charge. Audio Visual needs above and beyond what is listed below will be quoted as needed directly through Presentation Services 713-850-2895

- _____ Flipchart w/ Markers (\$37.00 per day)
- _____ 3'x4' Dry Erase White Board w/ Markers (\$45.00 per day)
- _____ 17" Standard Computer Monitor (\$125.00 per day)
- _____ 19" Standard Computer Monitor (\$175.00 per day)
- _____ 15" Flat Panel LCD (\$150.00 per day)
- _____ 20" Flat Panel LCD (\$250.00 per day)

Power – All prepaid services will be First Priority. Prices are not inclusive of 8.25% rental tax and 22% service charge. Charges are one-time fees good for the entire duration of your event.

Outlet Accessories		Power Outlets	
(Rental Only)		_____ 20 amp 1 ph/115v circ.	@ \$55.00
_____ Extension Cord	@ \$20.00	_____ 30 amp 1 ph/115v circ.	@ \$75.00
_____ Power Strip	@ \$35.00	_____ 40 amp 1 ph/208v circ.	@ \$160.00
(Does not include power)		_____ 40 amp 3 ph/208v circ.	@ \$240.00
		_____ 50 amp 1 ph/115v circ.	@ \$190.00
		_____ 50 amp 3 ph/208v circ.	@ \$285.00
Additional Services		_____ 60 amp 1 ph/208v circ.	@ \$240.00
_____ Power Box	@ \$20.00	_____ 60 amp 3 ph/208v circ.	@ \$360.00
_____ Hang Banner	@ \$20.00	_____ 100 amp 1 ph/208v circ.	@ \$380.00
		_____ 100 amp 3 ph/208v circ.	@ \$540.00
		_____ 200 amp 1 ph/208v circ.	@ \$420.00
		_____ 200 amp 3 ph/208v circ.	@ \$540.00

**IT IS IMPORTANT THAT YOU REVIEW THE FOLLOWING
ITEMS CAREFULLY TO UNDERSTAND YOUR SAFETY AND
RESPONSIBLITLY REGARDING ELECTRICAL POWER**

Workmen are not allowed to take orders for service or outlets.

No adjustments will be made unless reported at the Exhibitor Service Desk prior to Close of the Show.

The Exhibitor must confirm this order with the Service Desk upon arrival at show and arrange for hook-up service.

Any and all cancellations must be made prior to show move-in.

1. All electrical material and equipment must be grounded.
2. 2-Wire cords (Ripcords or Zipcords) are UNACCEPTABLE at all exhibition facilities UNLESS the cord is a component part of an assemble which is specifically approved.
3. SAFE WIRING ESSENTIAL: Inter-Continental Houston Hotel is responsible for the total electrical distribution systems and the linking of all electrical items in an exhibit with the power services of the building. All electrical work must be done by the building electricians, including installation of all cords under carpet.

SERIOUS RISKS are involved which can be reduced with accurate understanding of basic requirements.

Safe wiring inside an exhibit area is essential.

4. All equipment, regardless of source of power, must comply with all national electrical codes, state and local safety codes. All electrical cords must be the three-wire, grounded type. All exposed non-current carrying metal parts of fixed equipment which are liable to be energized shall be grounded.
5. Inter-Continental Houston Hotel is not responsible for voltage fluctuations or power failures on service lines
6. All exhibit booths will be inventoried and additional priced at standard rates.
7. TO COMPUTE WATTAGE: Multiply AMPS X VOLTAGE. Example
20 amps x120 volts= 2400 watts
208 volts, single phase: 300 x 208 = 6,240 watts
208 volts, three phase: 30 x 360 = 10,800 watts

8. Unless otherwise directed ICH electricians are authorized to cut floor coverings to permit installation of service.

9. GENERAL CONDITIONS

Wall outlets and post outlets are not a part of booth space. Separate outlets must be ordered for each booth to be connected.

All materials and equipment furnished remains the proper of the Inter-Continental Houston Hotel. The rates listed include necessary City Permit and inspection by City authority enforcing national codes.

Standard charges shall not apply to unit items listed when ordered by deadline date even though the work is done on weekend or after hours.

10. ELECTRICAL CONNECTIONS

Rates include bringing circuits to the rear of exhibit booth. Should it be necessary to run lines into booth, hook up motors or panels, or install ball or track lights or any other electrical illumination, and for removal of same at conclusion of show, a labor order must be placed at the Service Desk and will be charged on a time and material basis. All 480 volts service will be installed on a time and material basis, plus outlet charge. All electrical connections and disconnects must be made by an Inter-Continental Houston electrician. Power or outlets ordered after installation of booth begins will be charged standard rate charges plus time and material.

11. ELECTRICAL CURRENT AVAILABLE:

AC, 60 Cycle, 120 volt, single phase

AC, 60 Cycle, 280 volt, single phase

AC, 60 Cycle, 120/208 volt, three phase, four wire

*AC, 60 Cycle, 277/480 volts, three phase, four wire

*Prior arrangements necessary.

For current other than the above, Exhibitor must provide the transformer. For 208 volt and 480 volt power requirements other than motors, list under "Special Power Requirements." "Special Power" will be converted to watts and priced according to wattage rages listed under "Duplex Outlet" charges.

ADD 25% TO PRICES FOR ANY SPECIAL POWER OR MOTOR CIRCUITS ORDERED LATE OR AT SHOWSITE.

The electrical general Foreman is obligated to refuse connections when wiring is not in accordance with the City Electrical Ordinance.

Local Ordinance prohibits more than two (2) connections per outlet box. To prevent overloading of circuits, exhibitor shall not be permitted to add wattage, except upon ordering same at the Service Desk.