



DOUBLETREE
BY HILTON™

BLOOMINGTON - MINNEAPOLIS SOUTH

Please complete this Credit Card Authorization form and fax it back to the secured number below.
For your protection this number goes directly to our accounting office.

952-896-5397

Please do not send this form back electronically as it is in violation of the
Global Information Policy 3.2.1.

PCI Date Security Standard 4.2 states

“Never send unencrypted credit card numbers via e-mail”

Customer Name: _____

Booth Number _____

Exhibitor Name _____

Exhibit Set Up Date _____ Time _____

Address _____

Exhibit Tear Down Date _____ Time _____

City/State/Zip _____

Name Of Event _____

Contact _____

Credit Card No. _____

Phone _____

Exp __/__/__

Fax _____

Auth Signature _____

Electrical Services:

15 amp = 1 household outlet
15 amp = 1875 watts

120 Volt Line Up To 15 Amp _____

Qty	Price	Subtotal X	# Of Days	=Total
_____	X	\$45.00	_____ X _____	= _____
_____	X	\$120.00	_____ X _____	= _____
_____	X	\$150.00	_____ X _____	= _____
_____	X	\$170.00	_____ X _____	= _____
_____	X	\$425.00	_____ X _____	= _____
_____	X	\$ 25.00	_____ X _____	= _____
_____	X	\$20.00	_____ X _____	= _____

Single Phase 208 Volt 30 Amp Or Less _____

Single Phase 208 Volt More Than 30 Amp _____

3-Phase 50 Amp Or Less _____

3-Phase More Than 50 Amp _____

Spotlights _____

Extension Cords _____

Subtotal = _____

Tax 7.275% = _____

Total Electrical = _____

Audio Visual Services:

All Items Below Are Subject To A 22% Service Charge

13" TV/VCR Combo Unit _____

_____ X 95.00 _____ X _____ = _____

27" TV Package (Monitor, VHS, Cart W/Drape) _____

_____ X 200.00 _____ X _____ = _____

21" Computer Monitor (Interface Needed) _____

_____ X 175.00 _____ X _____ = _____

26" Computer Monitor (Interface Needed) _____

_____ X 300.00 _____ X _____ = _____

46" Flat Screen Computer Monitor _____

_____ X 395.00 _____ X _____ = _____

Projection Cart W/Drape _____

_____ X 30.00 _____ X _____ = _____

High Speed Internet _____

_____ X 250.00 _____ X _____ = _____

Phone Hookup (Local Only) _____

_____ X 75.00 **One Time Fee** = _____

Phone Hookup (L.D. Phone Calls Extra, Credit Card Req.) _____

_____ X 90.00 **One Time Fee** = _____

Speaker Phone _____

_____ X 90.00 _____ X _____ = _____

Telephone (Non Speaker) _____

_____ X 25.00 _____ X _____ = _____

Subtotal = _____

Tax 7.275 % = _____

Total AV = _____

- All electrical must be paid by credit card or check **in advance of show.**
- For new onsite orders, payments can be made to hotel business center, located on the second floor of the hotel.
- The hotel is not responsible for damage to equipment due to power surge or interruption. Surge protection is strongly recommended.
- If payment is not received prior to set up date, the request will be subject to a \$50.00 same day set up fee in addition to electrical/av charges.
- Hotel electrical service is limited.
- Special electrical hookups available upon request at a minimum of \$30.00 per hour.
- All other hookups, air, and plumbing at \$30.00 per hour, plus parts.
- Labor charge at \$30.00 per hour, per man. (1 hour minimum)
- There is a charge for extension cords and power strips. Please inquire if you would like to rent any from us.
- Prices are subject to change.
- If A Long Distance Phone Line Is Ordered, The Party Will Be Responsible For All Long Distance Phone Charges In Addition To The One Time Fee Of \$90.00. A Credit Card Will Be Required. No Exceptions.**

HOTEL USE ONLY/CHECKED Date: _____ AV: _____ ENGINEER: _____ PBX: _____