



**THE HILTON – COLUMBUS AT EASTON TOWN CENTER
EXHIBIT SERVICE ORDER FORM**

Conference Name:	OHIO HEALTH INFORMATION MANAGEMENT ASSOCIATION 2012		
Exhibit Date(s):	March 26-28, 2012	Meeting Room:	Easton Ballroom and Easton Foyer
Set Up Time:	6:00 PM	Set Up Date:	Monday March 26, 2012
Tear Down Time:	1:00 pm	Tear Down Date:	Wednesday March 28, 2012
Firm Name:	_____	Telephone:	_____
On Site Contact:	_____	Booth #:	_____

***ALL PRE-ARRANGED SERVICES WILL BE GIVEN FIRST PRIORITY. ALL SERVICES MUST BE PREPAID PRIOR TO ARRIVAL
ON SITE REQUESTS ARE AN ADDITIONAL \$50.00 PER EACH SERVICE***

QTY	DESCRIPTION	Advance Order PRICE EACH	Orders After 3/12/12 & ORDERS DAY OF SHOW	TOTAL
_____	120 V / 1-20 AMP Circuit(std outlet)	\$35.00	55.00	_____
_____	208V / 1-30 AMP Circuit	\$165.00	185.00	_____
_____	208V / 1-40 AMP Circuit	\$175.00	200.00	_____
_____	208V / 1-50 AMP	\$185.00	225.00	_____
_____	100 AMP / Patch-In 208V 3-Phase	\$350.00	500.00	_____
_____	Power Strip	\$15.00	20.00	_____
_____	Extension Cord	\$10.00	15.00	_____
_____	Telephone Line plus cost of calls	\$75.00	95.00	_____
_____	Wired High Speed Internet Access – per line, per day	\$300.00	300.00	_____
_____	Banner Hanging – Each Banner	\$35.00	55.00	_____
	Sub Total			_____
	6.75% State Sales Tax			_____
	Total			_____

***ALL ORDER FORMS MUST BE RECEIVED
BY THE HILTON COLUMBUS BY 4:00PM
MONDAY MARCH 12, 2012.***

**IT IS THE RESPONSIBILITY OF THE EXHIBITOR TO TEST FOR
CORRECT VOLTAGE BEFORE CONNECTING EQUIPMENT.
EXHIBITORS ARE RESPONSIBLE FOR ALL SPECIALTY ITEMS,
I.E, SURGE PROTECTORS, ISOLATION TRANSFORMERS,
CONVERTERS, ETC.**

PAYMENT

CC# _____

EXP DATE: _____

Name of Card Holder: _____

Signature: _____

This Exhibitor Service order form also serves as your receipt. No receipt will be sent to you.

If you have any questions or need help with any items on this form, please call 614/ 416-8403 (fax 614/ 416-8444).

Please send this form & a check or cc# to: Hilton Columbus, Attn: Sales & Catering Department, 3900 Chagrin Drive, Columbus, Ohio 43219 or fax to 614-416-8444. No receipt will be sent, this Exhibitor service order form will serve as your receipt.