



Hilton Hawaiian Village Event Electrical & Mechanical Service Order Form

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

- 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.
- 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.

- In order to serve you better, please attach any information, diagrams, etc. that will assist our staff.
- All wiring must meet local codes and ordinances.
- 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.
- Payment for additional services requested during set-up must be made upon completion of service.
- 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.
- 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.
- 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.
- 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.
- 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: