

Conference & Exhibit Electric Service Order Form

Event Name / Exhibitor Name _____

Date of Event _____

Booth # _____

Meeting Room _____

BEO# (Hotel Use Only) _____

Quantity	Item	Advance Order (Per day)	Same Day Order (Per Day)
	Standard extension cord and 6-outlet power strip	\$20.00	\$35.00
	Production Power Drop – Dedicated 20 Amp Circuit <i>(Available in the James River Ballroom, Potomac Room, and Shenandoah Room only)</i>	\$85.00	\$140.00

****Miscellaneous Charges: 4% credit card processing fee will be applied to all orders****

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

Upon receipt of order form and processing, an email with payment link will be sent to the email address listed below.

Client details: (required)

Company Name: _____

Contact Name: _____

Email Address: _____

Billing Address: _____

Please return completed forms to Amzi Jackson at amzi.jackson@pinnaclelive.com.

Omni Richmond – 100 South 12th St, Richmond, VA 23219 ~ Phone: (804) 344.7000