



DOUBLETREE
BY HILTON™

BLOOMINGTON - MINNEAPOLIS SOUTH
For questions please call 952 893-8430

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 Data Security Standard 4.2 states "Never send unencrypted credit card numbers via e-mail"

Customer Name:

Exhibitor Name _____

Address _____

City/State/Zip _____

Contact _____

Phone _____

Fax _____

Booth Number TBD

Exhibit Set Up Date 2/8/13 Time _____

Exhibit Tear Down Date 2/10/13 Time _____

Name Of Event: **Minnesota Safari Club**

Credit Card No. _____

Exp /

Auth Signature _____

Electrical Services:

15 amp = 1 household outlet
15 amp = 1875 watts

- 120 Volt Line Up To 15 Amp
- 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

Qty	Price	Subtotal X	# Of Days	=Total
_____	X	\$40.00	_____ 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	= _____
Subtotal				= _____
Tax 7.275%				= _____
Total Electrical				= _____

Audio Visual Services:

All Items Below Are Subject To A 22% Service Charge

- 13" TV/VCR Combo Unit
- 27" TV Package (Monitor, VHS, Cart W/Drape)
- 21" Computer Monitor (Interface Needed)
- 26" Computer Monitor (Interface Needed)
- 46" Flat Screen Computer Monitor
- Projection Cart W/Drape
- High Speed Internet
- Phone Hookup (Local Only)
- Phone Hookup (L.D. Phone Calls Extra, Credit Card Req.)
- Speaker Phone
- Telephone (Non Speaker)

_____	X	95.00	_____ X	= _____
_____	X	200.00	_____ X	= _____
_____	X	175.00	_____ X	= _____
_____	X	300.00	_____ X	= _____
_____	X	395.00	_____ X	= _____
_____	X	30.00	_____ X	= _____
_____	X	250.00	_____ X	= _____
_____	X	75.00	One Time Fee	= _____
_____	X	90.00	One Time Fee	= _____
_____	X	90.00	_____ X	= _____
_____	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.**

Revised: 3/21/12

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