



## Electrical and Shipping Requests Convention Services/Catering Service Order

**Conference Name:** American Public Works Association - Mid-Atlantic Chapter

**Dates:** Tuesday, May 14, 2019 - Friday, May 17, 2019

All requests for utility service must be received by Convention Services at **least 10 days prior to need** and be accompanied by a check or a credit card to cover all charges.

Service for late requests cannot be guaranteed. **A charge of \$25.00 will be applied to all late requests in addition to normal charges.** The Hotel reserves the right to refuse any requests for service that is deemed unsafe or ill advised.

**\*Guest must supply rated cable and rated male and female plugs.**

Electrical Services	Cost Per Day			
	# of Days	Cost	Total	Location
Electrical Service	_____	\$30.00	_____	_____

**The Booth Rental charges include exhibit space, general cleaning of the aisles, lighting, heating and ventilation, and does not include drayage, decoration, security services, labor or storage of display materials and show merchandise prior to and following scheduled exhibition, or excessive trash removal.**

### Shipping & Receiving

The Hotel requires that arrangements for delivery of packages be made through the Convention Services Department. Exhibitor is responsible for the arrangements and all expenses of shipping materials, merchandise, exhibits, or any other items to and from Hotel. Hotel must be notified in advance of shipping to ensure proper acceptance of items upon arrival at Hotel. Any alternate arrangements are to be approved by Hotel Representative. Hotel is not able to receive COD packages. The Hotel policies of safe handling are based on advice from the United States Postal Service (USPS) and the federal Center for Disease Control and Prevention (CDC). Any materials being sent to the Hotel must include the following information:

- Hold for Arrival – Attn: (Guest’s Name and Organization Name)
- Complete return address
- Hilton representative’s name
- Number of packages (Example: Box 1 of 2, Box 2 of 2, etc.)
- Date the function is being held
- Address package to hotel as follows:  
Hilton Norfolk The Main, 100 East Main Street, Norfolk VA 23505

Handling and storage charges for inbound and outbound items will be applied as follows:

- 1 to 20 lbs.                   \$3.00 per item
- 21 to 99 lbs.                 \$10.00 per item
- 100+ lbs.                     \$20.00 per item
- Palette                        \$50.00 per palette

The Hotel does not accept any liability for equipment, goods, displays or other materials that arrive unmarked or fail to arrive at the Hotel. The exhibitor is responsible for insuring its property for loss or damage. Palette items will not be accepted without **seven (7) days** advance notification. Please contact the Group's Hotel representative for details. Due to limited storage space, additional storage charges will be applied to packages stored more than three (3) business days.

**Cancellation Policy for Electrical Services:**

If you wish to cancel, cancellation notice must be received by E-Mail, at least 48 hours in advance. If you cancel with less than 48 hours notice, you will be obliged to pay 50% of the fees. The cancellation policy shall not apply to any special or custom arrangements for conference room services that required Hilton to incur any expense or liability in advance. This will be billed at regular or quoted cost.

**Payment:** Total Charges \_\_\_\_\_ + \$25.00 Late Fee (See Above) = \$ \_\_\_\_\_

**Note: There will be a 6% State tax & 22% Service Charge plus  
.58% tax on your Service Charge on the total amount**

**TOTAL AMOUNT DUE WITH TAX: \$ \_\_\_\_\_**



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**Credit Card Authorization Form**

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Date: \_\_\_\_\_

Dear Management:

I, the undersigned, authorize the Hilton Norfolk The Main, to charge the below amount to my credit card

# \_\_\_\_\_ Expiration Date \_\_\_\_\_.

**TOTAL AMOUNT DUE WITH TAX: \$** \_\_\_\_\_

Company Name: \_\_\_\_\_

**\*Please return this form completed\***

**\*Your Credit Card will be processed at the time we receive the information.\***

Card Holder's Signature: \_\_\_\_\_

Card Holder's Name: \_\_\_\_\_

Billing Address: \_\_\_\_\_

\_\_\_\_\_

Daytime Telephone #: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Please Return To: Kaelyn Wilson  
Catering and Convention Services Assistant  
Hilton Norfolk The Main  
100 East Main Street  
Norfolk, VA 23510  
Phone (757) 763-6268  
Fax: (757) 763-6299  
Email: [Kaelyn.Wilson@themainnorfolk.com](mailto:Kaelyn.Wilson@themainnorfolk.com)