



**Electrical and Telephone Installation Request**

Name of Convention \_\_\_\_\_

Dates of Convention \_\_\_\_\_

Booth # (if applicable) \_\_\_\_\_

Name of Company \_\_\_\_\_

Company Address \_\_\_\_\_

Company Phone Number \_\_\_\_\_

On-Site Contact \_\_\_\_\_

**Electrical Request**

**20 amp hook up (standard plug)**      **\$75.00x** \_\_\_\_\_ = \$ \_\_\_\_\_

**100 amp Distribution Panel\***      **\$100.00x** \_\_\_\_\_ = \$ \_\_\_\_\_

\*Distribution Panel must be ordered for any musical entertainment (i.e. band, DJ, Lighting). Please contact your Convention Services/Catering Manager for details.

\*\* Any special electrical request should be directed to your Convention Services/Catering Manager.

**Special Note!**

-NJ State Code requires that no electrical equipment or apparatus can be connected unless it conforms to its electrical code.

-All extension cables shall be 3 wire SJ cord or other approved type not to be more than 25 ft. long. The use of lamp cord, cube taps, or flexible cords & cables less than 14 gauge wire, shall not be permitted.

-Due to circumstances beyond our control, Crowne Plaza Philadelphia/Cherry Hill cannot be held responsible for power failures due to public service blackouts, power surges or loss of electricity.

-It is the responsibility of the exhibitor to test for correct voltage before connecting equipment.

**Please make sure you contact our engineering department prior to your departure to return your rental. If your rental becomes missing after your departure you will be charged a fee of \$250.00 per quad box and \$500.00 per Distribution panel!!!**

**Telephone Request**

A limited number of "Dial 9" telephone lines are available for use during your upcoming conference. The dial "9" telephone request cost is \$50 per phone per day. The lines can easily be used by programming your modem or credit card machine to dial "9" first.

**Number of Lines Needed** \_\_\_\_\_ **X \$50 X** \_\_\_\_\_ **(# of Days) = \$** \_\_\_\_\_

**Wireless Access** \_\_\_\_\_ **X \$150 X** \_\_\_\_\_ **(# of Days) = \$** \_\_\_\_\_

All utility service orders must be received at least two weeks prior to set-up date. A late fee of 20% may be applied for orders not received within 14 days prior to set-up. All charges are to be pre-paid. We are unable to guarantee last minute requests.

**Make CERTIFIED Check or Money Order Payable to: Crowne Plaza Philadelphia/Cherry Hill**

**Authorized Signature** \_\_\_\_\_

**CC Type** \_\_\_\_\_ **CC#** \_\_\_\_\_ **Exp. Date** \_\_\_\_\_

Please complete and return to Crowne Plaza Philadelphia/ Cherry Hill, 2349 West Marlton Pike, Cherry Hill, NJ, 08002 **Attn: Crowne Meetings Director / Catering** or **Fax: 856-662-1414**