

# RENAISSANCE SCHAUMBURG HOTEL AND CONVENTION CENTER



## Utility Service Order Form

Event Name: \_\_\_\_\_  
 Company Name: \_\_\_\_\_  
 Ordered By: \_\_\_\_\_  
 On-site Contact: \_\_\_\_\_  
 Date Utility Installed: \_\_\_\_\_

Order Number: \_\_\_\_\_  
 Event Dates: \_\_\_\_\_  
 Booth/Space#: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_

\*ORDER AND FULL PAYMENT MUST BE RECEIVED BY DEADLINE DATE FOR ADVANCED RATE (THREE WEEKS PRIOR TO THE FIRST DAY OF SHOW).\*

Description	Qty.	Advance Rate Per Unit	Standard Rate Per Unit	Total
<b>WATER 1" IPS</b> <small>WATER IS COLD;                      ADDITIONAL COST FOR HEATED</small> NUMBER OF CONNECTIONS _____ SIZE OF CONNECTIONS _____		\$410.00	\$615.00	
<b>1 1/2" FLOOR DRAIN</b> NUMBER OF CONNECTIONS _____ SIZE OF CONNECTIONS _____ TYPE OF CONNECTION _____		\$410.00	\$615.00	
<b>COMPRESSED AIR</b> NUMBER OF CONNECTIONS _____ SIZE OF CONNECTIONS _____ 125 PSI WILL BE PROVIDED RATE OF AIR IN CFM'S _____ CONNECTION (CIRCLE ONE)    PLUG 1/4" QUICK CONNECT    3/8" QUICK CONNECT		\$460.00	\$685.00	
<b>NATURAL GAS MAX 1" LINE</b> NUMBER OF CONNECTIONS _____ SIZE OF CONNECTIONS _____ TYPE OF CONNECTION _____ SIZE OF SUPPLY LINE _____		\$410.00	\$615.00	
<b>VENTING TO ATMOSPHERE</b> SIZE OF FLUE PIPES _____ DRAFT INDUCER REQUIRED?    Y    N		CALL	CALL	
<b>WATER FILLING AND DRAINING</b>	1 TO 50 GALLONS	\$60.00	\$90.00	
	51 TO 149 GALLONS	\$160.00	\$250.00	
	150 TO 299 GALLONS	\$390.00	\$480.00	
	300 TO 999 GALLONS	\$600.00	\$700.00	
	1000 TO 4999 GALLONS	\$750.00	\$1000.00	
OVER 5000 GALLONS		CALL	CALL	

- 1) ALL WATER HOOK UP'S REQUIRE A DRAIN UNLESS PERMISSION IS GRANTED OTHERWISE BY THE EVENT MANAGER.
- 2) ALL WATER HEATERS REQUIRE AN ELECTRICAL CONNECTION. PLEASE CONTACT YOUR EVENT MANAGER OR VIPER TRADE SHOW SERVICES TO IDENTIFY THE CORRECT REQUIRED ELECTRICAL SERVICE. IF UTILITY PORTS ARE NOT IN YOUR BOOTH, YOUR SERVICES ARE PROVIDED FROM THE CLOSEST SOURCE. YOU PAY THE ADDITIONAL COSTS TO BRING THE SERVICES TO YOUR BOOTH.
- 3) ALL UTILITIES ARE TURNED OFF AFTER SHOW HOURS, 24 HOUR UTILITIES ARE AVAILABLE AT DOUBLE THE LISTED RATE
- 4) COMPRESSED AIR IS NOT CONDITIONED OR DRIED, PLEASE CONTACT YOUR EVENT MANAGER IF DRIED OR CONDITIONED AIR IS NEEDED

Call the Renaissance Schaumburg Hotel & Convention Center for information regarding all other available services at (847) 303-4137.

**IMPORTANT:**

**Refer to the Floor Plan template. Submit one floor plan with location of utility to be installed.**

**A 23% service charge and applicable sales taxes will be applied to all service orders.**

**See Attached credit card authorization form for payment information.**

**All utility requests must meet fire department and Village of Schaumburg Approval.**

**PLEASE FAX ALL ORDER BACK TO (847) 303-4323**