



# WYNDHAM O'HARE

## ELECTRICAL SERVICE APPLICATION

(DUE 7 DAYS PRIOR TO EVENT)

<b>Group Name</b>	<b>SISTERSONG</b>
<b>Date(s)</b>	
<b>Booth Number</b>	
<b>Contact Name</b>	
<b>Address</b>	
<b>City, State, Zip</b>	
<b>Phone</b>	
<b>Fax</b>	
<b>Manager's Name &amp; Ext.</b>	
<b>Comments</b>	

*Credit MUST be established with the Hotel in order to process this request.  
Please make check or money order payable to the Wyndham O'Hare.*

MAIL TO: Wyndham O'Hare  
Attn: Convention Services Dept.  
6810 N. Mannheim Rd.- Rosemont, IL 60018

	<b>Extension Cord / Power Cord @ \$15.00 (only available in conjunction with 20amp-110 volt order)</b>		<b>Powerstrip @ \$25.00 (only available in conjunction with 20amp-110 volt order)</b>
	<b>20 amp-110 volt (4 receptacles) @ \$65.00</b>		<b>20 amp-208 volt-1 phase @ \$175.00</b>
	<b>30 amp-208 volt-1 phase @ \$195.00</b>		<b>30 amp-208 volt-3 phase @ \$250.00</b>
	<b>60 amp-208 volt-1 phase @ \$215.00</b>		<b>60 amp-208 volt 3 phase @ \$300.00</b>
	<b>100 amp-208 volt 1 phase @ \$230.00</b>		<b>100 amp-208 volt-3 phase @ \$400.00</b>
<b>Meeting Room</b>			

Floodlight fixtures are available. There will be a power and service charge of \$100.00 per fixture, (this includes (2) bulbs and (1) circuit).

- *Wyndham O'Hare is not responsible for power failures beyond ordinary control. Claims will not be considered unless filed by the exhibitor before the close of the exhibition.*
- *Double rate will apply for orders received inside of 48 hours prior to the event.*
- *Charges for electrical service listed does not include repair of exhibitor equipment on control wiring.*
- *Wall outlets or taps are not to be used by the exhibitor and are not considered part of the booth space.*
- *All electrical material and equipment must be 3 wire grounded and UL approved.*
- *Our staff reserves the right to refuse connection where wiring constitutes a safety or fire hazard.*
- *All material and equipment furnished by the Wyndham O'Hare will remain the property of the Wyndham O'Hare.*
- *The prices listed above include the installation of service to one specific point requested by the exhibitor, maintenance of the service and removal.*
- *If you require special equipment or installation that is not listed under rate schedule, the service charges will be based upon labor and materials needed. The labor charges will be as follows (prices subject to change without notice).*

Signature \_\_\_\_\_

**HOURLY: Reg. \$35.10**

**OVERTIME: \$52.65**

**DOUBLE-TIME: \$70.20**



# WYNDHAM O'HARE

## TELEPHONE / INTERNET REQUEST FORM

(Due 7 Days Prior to Event)

<b>Meeting:</b>	<b>SISTERSONG</b>
<b>Customer Name:</b>	
<b>Address:</b>	
<b>City, State, Zip:</b>	
<b>Phone:</b>	
<b>Fax:</b>	
<b>Catering/Sales Manager:</b>	

### Telephone Lines

( ) Local Only    ( ) Unrestricted    ( ) Computer Line    ( ) Speaker Phone

*Fees are \$100.00 the per Day, plus applicable charges for outgoing calls.*

### High Speed Internet Lines

( ) Wayport Connection(s) Per Day

*We use Wayport for all High Speed Internet Connections. The fee is \$150.00 per internet connection (wired or wireless) per MAC Address. If additional MAC Addresses are used, additional fees of \$150.00 will apply for each MAC Address that is connected, after the first line.*

<b>Meeting Room:</b>	
<b>Location in Room:</b>	
<b>Date(s) of Service:</b>	

Signature \_\_\_\_\_

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

Charge to Guest: \_\_\_\_\_

Room # \_\_\_\_\_

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Number Assigned: (847) \_\_\_\_\_ Activated By: \_\_\_\_\_



# WYNDHAM O'HARE

## CREDIT CARD AUTHORIZATION FORM

This form must be completed, signed and accompanied by a copy of the front and back of the credit card noted below in order to process your request. We recommend that the card copy be enlarged and lightened.

I, \_\_\_\_\_, hereby authorize the Wyndham O'Hare to charge my personal / corporate credit card for:

Today's Date: \_\_\_\_\_ Function Date(s): \_\_\_\_\_

Group Name: SISTERSONG

Type of Card:  MC  VISA  AMEXP  Diners  Discover

Credit Card #: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Name as Printed on the Card: \_\_\_\_\_  
PLEASE PRINT

Will the card holder be on-site?:  YES  NO

If not, who will sign for charges: \_\_\_\_\_  
PLEASE PRINT

Card Holders Signature: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Charges to be billed to this credit card:

All Guest Room Charges  Guest Room /Room & Tax Only  Catering Function / Event Charges

Hotel Representative: \_\_\_\_\_