



12400 Greenpoint Drive  
 Houston, TX 77060  
 Telephone: 281-875-2222  
 Fax: 281-875-1652 Attention: Meeting Services

***Electrical Service Request***

**Services**

**120 Volt, AC, 60 Cycle, Single phase**

1. 120 Volt, AC, 60 Cycle, 20 amp, Single Phase electrical service. One (1) duplex outlet will be provided for each 20 amp circuit.
2. All other individually breakered 120 Volt, AC, 60 Cycle, Single Phase electrical service up to 100 amp must be arranged for by special request.

*User must provide all compatible male/female connections for special requested 120V circuits greater than 20 amp.*

**208 Volt, AC, 60 Cycle, Single Phase**

1. 208 Volt, AC, 60 Cycle, single Phase electrical service in 20 amp circuits. One (1) outlet is provided for each 20 amp circuit.
2. All other individually breakered 208 Volt up to 100 amp must be arranged for by special request.

*User must provide all compatible male/female connections for special requested 208V circuits greater than 20 amp.*

**208 Volt, AC, 60 Cycle, Three Phase**

208 Volt, AC, 60 Cycle, 100 amp, Three Phase service with bare wire connection to our in-house disconnect. User must provide all other required connections or distributions equipment necessary to meet their needs for three phase service.

***COST SUMMARY***

<b><i>120 Volt, Single phase - 20 amp Circuits</i></b>			
Set up fees:	# of Circuits	x \$10 per circuit set up charge	\$ _____
Power Fees:	# of Circuits	x \$30 per 20 amp circuit per day x _____ days	\$ _____
<b><i>208 Volt, Single phase - 20 amp Circuits</i></b>			
Set up fees:	# of Circuits	x \$15 per circuit set up charge	\$ _____
Power Fees:	# of Circuits	x \$45 per 20 amp circuit per day x _____ days	\$ _____
<b><i>208 Volt, Three phase - 100 amp Disconnect Pigtail Tie-In</i></b>			
Set up fees:	# of 3-phase tie-ins	x \$30 per tie-in set up charge	\$ _____
Power Fees:	# of tie-ins	x 85 per 100 amp tie-in per day x _____ days	\$ _____
<b><i>Band Charge:</i></b>	Flat Rate of \$150 for 120 Volts, single phase, 20 amp circuits, not including lighting power		\$ _____
<b><i>DJ Charge:</i></b>	Flat Rate of \$75 for 120 Volts, single phase, 20 amp circuits, not including lighting power		\$ _____
<b><i>Late Fees:</i></b>	A late fee of \$75 will apply to all late requests associated with groups/conventions		\$ _____
			<b>Sub total</b> \$ _____
			<b>8.25% Tax</b> \$ _____
			<b>Total</b> \$ _____

Name of Host Conference: \_\_\_\_\_

Name of Exhibitor/Vendor: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

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

Credit Card Payment \_\_\_\_\_ Expiration \_\_\_\_\_

Service date \_\_\_\_\_ Turn off date \_\_\_\_\_ Booth Number \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

\*Please fax request to Hotel Meeting Services representative @ 281-875-1652, or mail copy with payment to above address.

**Terms**

In order to guarantee prompt service, all requests must be received 7 business days in advance.

\$75 late fee if order is placed on premise.

Only national approved equipment or apparatus will be allowed to connect to electrical service.

Request form has to be signed in order for service to be rendered with appropriate guaranteed payment.

The Wyndham Hotel is not responsible for any injury, loss or damage that may occur as a result of use of any electrical power or related equipment or services.

Requesting party must carry appropriate insurance to cover any loss or damage to the Hotel resulted from negligence and defective equipment.