

# ST. LOUIS UNION STATION

## POWER ORDER FORM

STANDARD POWER	QTY	DAYS	DAY RATE	TOTAL	CUSTOMER INFORMATION
120v/10A Service Standard power comes with (1) extension cord to booth & (1) 6-Outlet Power Strip			\$75.00		Event Name
120v/20A Service Standard power comes with (1) extension cord to booth & (1) 6-Outlet Power Strip			\$150.00		Company Name
Additional Extension Cord Required if needing to power equipment in multiple locations in booth area			\$40.00		Address
Additional Power Strip Required if needing to power equipment in multiple locations in booth area			\$40.00		City
					State
					Zip
					Ordered By
					Telephone #
					Fax#
					Email

St. Louis Union Station Hotel, nor their contractors or subcontractors are responsible for voltage fluctuations or power failure due to temporary conditions or loose connections. For your protection, install a surge protector on your computer(s) and/or other equipment as you deem necessary. St. Louis Union Station Hotel advises for the customer to look-up their UL Listed equipment power requirements before they place order. St. Louis Union Station Hotel is not responsible for customer power calculations. St. Louis Union Station Hotel is not at fault if customer overloads breaker, power outage, nor damages caused by overloading the breaker.

LARGE POWER DROPS	QTY	DAYS	DAY RATE	TOTAL
50A Distribution Box (6) 20A Duplex Receptacle			\$660.00	
100A Distribution Box (15) 20A Duplex Receptacle			\$1,050.00	
Custom Power Runs/Specialty Receptacles			Call	
Electrician			Call	

Please contact us directly if you have non-standard power requirement. 14 business days needed for custom power requirements & scheduling of electrician.

DELIVERY INFORMATION	
On-site Contact	
Meeting Room/Booth #	
Setup Date	Time
Event Start Date	Time
Event End Date	Time

TOTALS	
Power Services Subtotal	
24% Service Charge	
25% Charge for On-Site Orders	
MO Sales Tax 11.679%	
<b>GRAND TOTAL</b>	

ORDERING NOTICE
To guarantee equipment availability and advance rate, this order should reach us no later than <b>14 business days prior to the show move-in.</b>
<b>25% additional charge for orders under 14 days to load-in and are considered on-site orders.</b>
Cancellations of ordered equipment must be sent in writing 3 business days prior to show move-in.
24% Service Charge on all orders
MO Sales Tax 11.679%

Credit card payment is due when order is placed. Credit card information cannot be delivered via email to protect your security. E-Mail with credit card information will be blocked. Payment details have to be sent by fax.

### CREDIT CARD AUTHORIZATION

Name on Card	
Address of Credit Card	
Credit Card Number	
Expiration Date	CVC
Authorization Signature	

### RETURN FOR PROCESSING

To place your order fax this document to: 314-923-3982  
 All equipment, services and pricing are subject to change.  
 VR.7-19

Questions?  
 Call: 314-707-3184  
 or  
 email: gbuerkle@lhmchotels.com

# ST. LOUIS UNION STATION

## AUDIO VIDEO & INTERNET ORDER FORM

VIDEO EQUIPMENT					CUSTOMER INFORMATION	
QTY	DAYS	DAY RATE	TOTAL			
		\$175.00		Event Name		
		\$275.00		Company Name		
		\$375.00		Address		
		\$425.00		City		
		\$575.00		State	Zip	
OFFICE EQUIPMENT					Ordered By	
QTY	DAYS	DAY RATE	TOTAL	Telephone #		
		\$300.00		Fax#		
		\$500.00		Email		
		\$300.00				
AUDIO EQUIPMENT					TOTALS	
QTY	DAYS	DAY RATE	TOTAL			
		\$300.00		Video, Office, Audio Subtotal		
		\$500.00		24% Service Charge		
				25% Charge for On-Site Orders		
				MO Sales Tax 11.679%		
				Internet Services (non taxable)		
				24% Service Charge		
				25% Charge for On-Site Orders		
WIFI/WIRED INTERNET ACCESS					GRAND TOTAL	
QTY	DAYS	DAY RATE	TOTAL			
		\$165.00				
		\$250.00				
		\$200.00				
		\$1,200.00				
		\$2,500.00				

*Wireless Internet service is inherently vulnerable to interference from other devices that transmit similar radio frequency signals or that operate within the same frequency spectrum. St. Louis Union Station cannot guarantee that interference will not occur. St. Louis Union Station does NOT recommend wireless service for mission critical services such as product presentation or demos. For demonstrations or to present products and other mission critical activity, via the Internet, St. Louis Union Station highly recommends Customer(s) purchase hardwired services.*

**ALL WIRELESS ACCESS POINTS NOT AUTHORIZED BY ST. LOUIS UNION STATION ARE PROHIBITED.**  
*NO Customer provided access points are authorized for use within the Facility without St. Louis Union Station PRIOR approval. Customer wireless access points "without" adjustable power outputs cannot be authorized under any circumstances. St. Louis Union Station requires all customer(s) showcasing their wireless service products to contact St. Louis Union Station no later than 14 business days prior to the show move-in. Approvals may incur a site survey fee.*

### DELIVERY INFORMATION

On-site Contact	
Meeting Room/Booth #	
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Event Start Date	Time:
Event End Date	Time:

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