



The Depot Renaissance Minneapolis Hotel
 225 Third Avenue South
 Minneapolis, Minnesota, 55401
 Main Phone: (612)-375-1700

Electrical & Internet Service Order Form

PLEASE PRINT CLEARLY

Name of Event _____	Date (s) Exhibiting _____
Your Firm Name _____	Booth Numbers _____
Street Address _____	Contact Person _____
City _____ State _____ Zip _____	Phone # _____

Payment Notice: **Advanced Rates** apply to orders paid in full and received **3 BUSINESS DAYS PRIOR TO THE EVENT.**
Standard Rate must be paid upon request of services on move-in day or during event. **NO EXCEPTIONS.**

Standard Electrical Service

120 Volts per Single Receptacle				#of Total Dates Needed	TOTAL
Qty.	Advance Rate (per day)	Standard Rate (per day)			
10 amp (1100 watts) _____	\$80.00	\$150.00			
20 amp (2200 watts) _____	\$110.00	\$200.00			

Rate includes an extension cord and one powerstrip upon request.

Internet Service

Qty.	Advance Rate (per day)	Standard Rate (per day)	# of Total Dates Needed	TOTAL
High Speed Wired Connection (includes 1 connection) _____	\$100.00	\$200.00		
Wireless Internet Connection (includes 1 connection) _____	\$25.00	\$50.00		
Additional Wired Connections _____	\$50.00	\$100.00		
Additional Wireless Connections _____	\$10.00	\$20.00		

Special Electrical Service

Qty.	Advance Rate (per day)	Standard Rate (per day)	Description:	# of Total Dates
208 volt Single Phase 15 amp 3120 watts _____	\$150.00	\$250.00		
208 volt Single Phase 30 amp 6240 watts _____	\$175.00	\$300.00		
Single Phase 200 amp 120/240 volt _____	\$300.00	\$400.00		
Three Phase 200 amp 110/208 volts _____	\$400.00	\$500.00		
Three Phase 400 amp 110/208 volts _____	\$500.00	\$600.00		

Hours	Average Advanced Rate	Average Standard Rate	Note: Direct Any Question About Electrician Needs to your Catering Manager	# of Total Dates
Electrician Services	100	170		

All special electrical services request must come with a description of the item and the plug written in the area above and to the right. Special Electrical service require an electrician with hourly rates based lead time. Please be very descriptive in explaining your items, as to expedite the electrician's time and reduce the fee required for setup

Additional Service Accessories

Your electrical order includes one extension cord and one power strip. If you need additional accessories, please order here. Accessories do not include power. Be sure to order power as needed.

Qty.	Advance Rate (per day)	Standard Rate (per day)	#of Total Dates Needed	TOTAL
Extension Cord (25') _____	\$10.00	\$20.00		
Power Strip _____	\$15.00	\$30.00		

Payment Information

** Taxes & Service Charges are subject to change without notice	Order Total
	22% Required Service Charge on the Order Total
	10.775 Required Tax on the Order Total and Service Charge

No Personal Check. Make Company Checks Payable to: The Depot Minneapolis

Type of Payment (Please Circle)

Company Check _____ Company Check Number _____

Credit Card (last 4 digits only)**: _____ Signature on Card _____

**** When paying by Credit Card - DO NOT print number on this form, instead call: 612-758-7804 AFTER faxing or emailing form. between the hours of 9a-3pm Central Time (M-F). Orders will NOT be processed until payment is called in. Please do NOT leave your credit card number on a voice mail. Credit cards are processed day of advising number.**

Please fax completed forms to: (612).758.7814 or email to sales@thedepotminneapolis.com



The Depot Renaissance Minneapolis Hotel
 225 Third Avenue South
 Minneapolis, Minnesota, 55401
 Main Phone: (612)-375-1700

Audio Visual Order Form

PLEASE PRINT CLEARLY

Name of Event _____	Date (s) Exhibiting _____
Your Firm Name _____	Booth Numbers _____
Street Address _____	Contact Person _____
City _____ State _____ Zip _____	Phone # _____

Payment Notice: Advanced Rates apply to orders paid in full and received 3 BUSINESS DAYS PRIOR TO THE FIRST SCHEDULED MOVE-IN DAY. Standard Rate must be paid upon request of services on move-in day or during event. NO EXCEPTIONS.

Telephone Access

Qty.	Advance Rate (per day)	Standard Rate (per day)	Notes	TOTAL
Digital Phone Line _____	\$50.00	\$75.00	#of Total Dates Needed _____	
Polycom Speaker Phone _____	\$150.00	\$200.00		
				TOTAL

Audio Visual Equipment

Qty.	Advance Rate (per day)	Standard Rate (per day)	Notes	TOTAL		
Projectors						
3000 Lumen LCD Projector _____	\$300.00	\$500.00	#of Total Dates Needed _____			
5000 Lumen LCD Projector _____	\$700.00	\$900.00				
Laptop Computer _____	\$200.00	\$300.00				
Screen Support Packages						
6x6 Tripod Screen _____	\$125.00	\$200.00				
8'x8' Tripod Screen _____	\$150.00	\$225.00				
9x12 Fast Fold Screen _____	\$200.00	\$300.00				
Video						
46" LCD Monitor _____	\$300.00	\$400.00	#of Total Dates Needed _____			
60" LCD Monitor _____	\$500.00	\$750.00				
Rolling Floor Stand _____	\$100.00	\$200.00				
DVD Player _____	\$60.00	\$100.00				
Sound						
Computer Speakers _____	\$25.00	\$50.00				
Powered Speaker/Mic _____	\$125.00	\$200.00				
Booth Lighting						
LED Color Uplights _____	\$50.00	\$75.00				
					TOTAL	

The Lessee Hereby accepts the above listed equipment in good condition for rental and shall be responsible for this equipment during the period of rental. Any damages or loss of said equipment will be paid for by the lessee.

Payment Information

** Taxes & Service Charges are subject to change without notice	Order Total
	22% Required Service Charge on the Order Total
	10.775 Required Tax on the Order Total and Service Charge

No Personal Check. **Grand Total**
 Make Company Checks Payable to: The Depot Minneapolis

Type of Payment (Please Circle)

Company Check _____ Company Check Number _____

Credit Card (last 4 digits only)**: _____ Signature on Card _____

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Please fax completed forms to: (612).758.7814 or email to
 sales@thedepotminneapolis.com

This Wattage Calculator is intended as a tool to help you decided on your power needs and generally refers to typical needs of most equipment. The Depot always recommends checking with the manufacturer for the proper information

Wattage Calculator

Typical Power Requirements				
Light Bulbs	Qty	Running Wattage	Starting Wattage	Total Watts
100W Light Bulb		100	0	0
60W Light Bulb		60	0	0
Fluorescent PL60		16	24	0
Fluorescent		40	50	0
Fluorescent Efficient		32	48	0
Kitchen Appliances				
Kitchen Appliances	Qty	Running Wattage	Starting Wattage	Total Watts
Coffee Maker		850	0	0
Microwave		750	800	0
Refrigerator (Large)		1400	2000	0
Refrigerator (Small)		600	750	0
Audio Visual Equipment				
Audio Visual Equipment	Qty	Running Wattage	Starting Wattage	Total Watts
VCR		50	0	0
TV		300	0	0
Radio		25	0	0
Computer w/ Monitor		450	0	0
Laptop Computer		250	0	0
Fax Machine		800	0	0
Printer		600	0	0

If Your Power Need is not Listed Above, Use the Following Calculator to Find Your Wattage

Equipment	Qty	Amps	X	Volts	=	Wattage
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0

Total Wattage	<input style="width: 50px;" type="text" value="0"/>
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