



Royal Productions
ENGAGE ♦ EDUCATE ♦ ENTERTAIN



A WALDORF ASTORIA HOTEL

Please return order to: eventtechnology@royalproductions.com

Company Name		Confirmation #	
Contact Name		Room or Booth	
Address		Set Up Date/Time	
City, State, Zip		Removal Date/Time	
Contact Cell			
Contact Fax			
Contact E-Mail			

Accepted Credit Cards:

Card Type		Amount	
Card Number		Exp Date	
Name on Card		Signature	

*3.75% Processing Fee will apply to Credit Card Payments. Alternative payments include mailed check or bank transfer. Please let us know if you would like more information in regards to payment options

The credit card listed above will be used for all charges. Cancellations must be received 48 hours prior to set up, or no refund will be allowed. Charges to Group Master Account can be arranged through the Convention Services Department.

All items below are a **one time event charge**

Orders must be received **10 days prior to set up** to receive advance rate. **Orders placed within 24 hrs of the start of the event or after the start of the event will incur a 30% late fee**

Dedicated Outlets	Advance Rate	Quantity	Normal Rate	Quantity	Total
20a 120v outlet	\$212		\$275		\$ -
30a 208v 3 phase	\$463		\$602		\$ -
Rental Items					
Power Strip	\$26		\$35		\$ -
25' Extension Cord	\$33		\$43		\$ -
Electric Services					
** Each item below requires a 2 hr minimum set & 2 hr minimum strike labor fee- along with a Power Distro. Please see rates below**					
** 100a 208v 3 phase	\$1,349		\$1,753		\$ -
** 200a 208v 3 phase	\$2,247		\$2,938		\$ -
** Aut 4 50' Camlock set	\$321		\$418		\$ -
Rental Items					
Power Distro (100a / 200a)			Call for Pricing		

Labor Rates are as follows: Normal Hours: Monday - Friday (7:30 AM - 3:30 PM): \$164.00 /hr After Normal Hours & Saturdays: \$246.00 / hr Sundays & Holidays: \$328.00 / hr All emergency calls with have a 4 Hr Min (Monday-Saturday with less than 24hrs notice; Sundays and holidays with less than 48hrs notice)	Labor Pricing				
	Set Up Hours	Normal	After Normal	Sundays / Holidays	Total
		\$ 164.00			\$ -
			\$ 246.00		\$ -
				\$ 328.00	\$ -
	Strike Hours	Normal	After Normal	Sundays / Holidays	Total
		\$ 164.00			\$ -
			\$ 246.00		\$ -
				\$ 328.00	\$ -

Royal Productions is required to install all electrical needs requiring more than the standard wall outlet. Royal Productions must supply all camlok feeds. Electrical requirements shall be communicated to your Convention Services and will be charged at the prevailing rates.	Subtotal	\$ -
	Labor	\$ -
	Convention Center Tax, 2%	\$ -
	9.45% State, City Tax	\$ -
	25% Service Charge	\$ -
Total	\$ -	

Bare wire tie ins require a disconnect box. Standard tie in method is Camlock (100a - 400a) or Hubbel Twist Lock (30a - 60a). Services typically remain active throughout the duration of the event.

Please attach any Complex or Specific installation instructions, diagrams, and scheduling with your order. Our service representative will contact you to discuss your particular needs, and insure order accuracy.

*Please **NOTE** that Exhibitors are responsible for the return of any electrical equipment that was provided as part of their Electrical order/ rental. This includes but is not limited to power strip(s), extension cord(s), or power distro(s). If the Exhibitor fails to return these items at the conclusion of their rental, they will be charged an additional rental day at the Normal rate with no discount.

*Please note the per hotel policy: It is required that dedicated circuits/electrical services be ordered for all AV components of any event/meeting at the Roosevelt Hotel New Orleans, as electricity must be ordered and installed by the hotel's contracted electrical vendor in order to provide safe, reliable, and serviceable power.

Additionally, the wall outlets in the rooms are not supposed to be used for convention power, as the hotel has a strict policy with this. They share the same circuits as many outlets being used by banquet services and other facilities around the hotel & could potentially trip breakers if used incorrectly. Therefore, the hotel has put policies in place which state that in order to provide safe, reliable, and serviceable power – dedicated outlets (unique twist lock three phase connectors) must be purchased and installed by Royal Productions for all Audio Visual services in the meeting rooms.

Furthermore, dedicated outlets will need to be purchased for all AV items brought in for the General Session, breakout spaces, meal room, registration, and exhibit spaces.

Finally, please note that if inaccurate AV specs are given than what AV equipment is actually being utilized in the room, the Outside AV Vendor will ultimately be charged for their entire electrical consumption associated with their AV equipment- and these additional/ pop up electrical services will be added to the order on the normal rate with a 30% pop up fee. Please reach out to the electrical contact if you have any questions as to how to properly present accurate electrical requirements/ specs.

Please contact us at eventtechnology@royalproductions.com or 504-335-3118 if you do not receive your confirmation or if you have any questions.

Customer Signature and Date

Comments and items not listed.