

Crowne Plaza Hotel, Cherry Hill

Electrical and Telephone Installation Request (Please Print)

Name of Convention Diocese of New Jersey - 223rd Convention


Dates of Convention March 2-3, 2007

Name of Company _____

Company Address _____

Company Phone Number _____

On-Site Contact _____



**Please fill
in and
return if
needed.**

Electrical Request

20 amp hook up (standard plug) \$75.00x _____ = \$ _____

100 amp Distribution Panel* \$100.00x _____ = \$ _____

*Distribution Panel must be ordered for any musical entertainment (i.e. band, DJ, Lighting). Please contact your Convention Services/Catering Manager for details.

** Any special electrical request should be directed to your Convention Services/Catering Manager.

Special Note!

-NJ State Code requires that no electrical equipment or apparatus can be connected unless it conforms to its electrical code.

-All extension cables shall be 3 wire SJ cord or other approved type not to be more than 25 ft. long. The use of lamp cord, cube taps, or flexible cords & cables less than 14 gauge wire, shall not be permitted.

-Due to circumstances beyond our control, Crowne Plaza, Cherry Hill cannot be held responsible for power failures due to public service blackouts, power surges or loss of electricity.

-It is the responsibility of the exhibitor to test for correct voltage before connecting equipment.

Please make sure you contact our engineering department prior to your departure to return your rental. If your rental becomes missing after your departure you will be charged a fee of \$250.00 per quad box and \$500.00 per Distribution panel!!!

Telephone Request

A limited number of "Dial 9" telephone lines are available for use during your upcoming conference. The dial "9" telephone request cost is \$50 per phone per day. The lines can easily be used by programming your modem or credit card machine to dial "9" first.

Number of Lines Needed _____ X \$50 X _____ (**# of Days**) = \$ _____

Wireless Access _____ X \$150 X _____ (**# of Days**) = \$ _____

All utility service orders must be received at least two weeks prior to set-up date. A late fee of 20% may be applied for orders not received within 14 days prior to set-up. All charges are to be pre-paid. We are unable to guarantee last minute requests.

Make Check or Money Order Payable to: DIOCESE OF NEW JERSEY

Authorized Signature _____

CC Type _____ **CC#** _____ **Exp. Date** _____

**Please complete and return to Mary Ann Rhoads, Diocese of New Jersey,
808 West State Street, Trenton, NJ 08618-5326.**