



Alexis Park Exhibitor Manual

Section 11: Utilities and Catering

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Electrical Service Information

Parthenon Ballroom Exhibitors

Trade Show Electric (TSE) is the exclusive provider of electrical service in the Alexis Park Parthenon Ballroom.

Where electrical services for special lighting, outlets, spotlights and the operation of exhibitor's products are required, please complete the electrical order form included in this section. Forms should be completed and returned as soon as possible. If you require 24-hour electrical service, please be sure to order such service. **A discount applies to advance orders.** See individual order forms for prices.

The TSE electrical information brochure and order forms are located behind this section. Questions regarding electrical orders can be directed to TSE at (702) 515-5739 or send an e-mail to: tse@ts-electric.com.

TSE ELECTRICIAN LABOR RATES – Alexis Park

Straight Time \$81 per hour

Overtime* \$153.50 per hour

*Before 8 a.m. and after 5 p.m. weekdays and all hours Saturday, Sunday, and Holidays.

Suite Exhibitors

Each suite has two (2) 20 amp electrical outlets. If you require additional electrical service in your suite, please contact Rachel Hender with the Alexis Park Convention Services Department at (702) 796-3323 phone, (702) 796-6502 fax or via e-mail at rachelh@alexispark.com.

Telephone, Internet / Network Service

Parthenon Ballroom Exhibitors

Exhibitors needing telephone service in the Parthenon Ballroom must complete a Request for Telephone order form found in the back of this section. Telephone service will be disconnected at the close of the show on January 8 unless you notify the Alexis Park otherwise. If you need Internet service supplied to your booth, please contact Rachel Hender with the Alexis Park Convention Services Department at (702) 796-3323 phone, (702) 796-6502 fax or via e-mail at rachelh@alexispark.com.

Suite Exhibitors

Each suite at the Alexis Park is equipped with a standard hotel telephone instrument and service. There is no installation fee, however a \$.50 surcharge plus usage charges per minute will be applied to all long distance calls. Local and 800 numbers will be charged the \$.50 surcharge only. For your convenience, telephones in exhibit suites are equipped with two lines: one for data port and one for direct dial access. A Request for Telephone Order Form is located in the back of this section. Questions can be directed to Rachel Hender at (702) 796-3323 phone, (702) 796-6502 fax, or via e-mail at rachelh@alexispark.com.

IMPORTANT! A \$4.50 per call connection fee and \$0.70 per minute usage applies to any calls made other than calling card, 800 or local.

Food Service and Catering

Food items may be pre-ordered by faxing the catering order form, located at the back of this section, to Rachel Hender with Alexis Park Convention Services at (702) 796-6502. Questions regarding this service can be directed to Rachel by calling (702) 796-3323 or via e-mail at rachelh@alexispark.com.

Exhibitors may not bring outside food onto Alexis Park property or into suites.