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Service Order Form

Please fill in and return form via fax, email or mail

Event Information

Full Name of Event _____ Event Date(s) _____ Booth # _____
 Firm Name _____ Phone # _____ Fax# _____
 Address _____ City _____ State _____ Zip _____
 Email Address _____
 Authorized By (Print) _____ Signature _____ Date _____

Electric Connections

Rates quoted for electrical connections cover only the bringing of service to the booth in the most convenient manner and do not include any special wiring. All wiring and electrical work on exhibitor's display will be charged on a time and material basis. All equipment must be properly tagged and wired with complete information as to type of current, voltage, phase cycle, horsepower, etc. It is the exhibitor's responsibility to avoid overloading circuits. All connections will conform to the National Electrical Code, City Code and Building Regulations. Electrical power for lights and displays will be turned on one hour prior to show opening and turned off at show closing. If power is required before or after these times, special arrangements must be made with the SCC Maintenance Engineer.

All requests received less than 7 days prior to show move in will be charged at floor order rates

Electrical Connections (Lights, VCR, Etc.) 120 Volt, Single Phase, 60 Hz Ac

Quantity	Requirements	List Equipment – Lights, CPU, VCR's, Etc. – 120v.	Advance Order	Floor Order	Total
	Outlets to 1000 watts (10 amp) (1 plug-in)		\$79	\$109	
	Outlets to 2000 watts (20 amp) (2 plug-ins)		\$99	\$129	

Motor & Special Electrical Service Connections Indicate Voltage Required for All Electrical Service

Quantity	Requirements			Nameplate Information				Advance Order	Floor Order	Overnight Add 50%	Total
	Voltage	Amps	Watts Per Leg	Voltage	Amps	Phase	Neutral				
	208v 1ph	30	3500					\$125	\$150		
		100	11000					\$190	\$220		
	208v 3ph	30	3500					\$150	\$175		
		60	7000					\$225	\$255		
		100	11000					\$285	\$315		
	460v 3ph	30	13000					\$285	\$315		
	Extension Cord (Rental Only)							\$25	\$25		
	Power Strip (Rental Only)							\$25	\$25		

(All prices include labor rates. Standard labor will be charged for cord cap changes.)

Electric Connections Total \$ _____

Labor Rates Labor will be charged in 1-hour increments. (Minimum charge– 1 hour)

Description	Laborer	Electrician Maint Engineer
Regular Hours	\$25 per hour	\$50 per hour
Holidays	\$50 per hour	\$75 per hour
Booth Vacuuming	\$25 per day	
Banner Hanging	\$35 per hour	

(Advanced payment required for all services.)

Labor Total \$ _____

Telephone Service

Request must be received at least one week prior to event.

Hard Wired Internet Connection: \$125 per line

Dedicated Telephone Line Installation: \$125 Charge for Outside Line

Private Hard Wired SSID/Network: \$250 *Requires advance notice of 5 business days

Number of Lines Requested _____ **To Be Used As:** Modem Direct Call Line

Booth or Room Number _____ **Phone Connections Total \$** _____

Compressed Air (Portable Compressor Available On West Wall Only) 90-100 lbs. PSI (Prices Based On 1/4" Line)

Request must be received at least one week prior to event.

NOTE: If pressure is critical, exhibitor should contact the Sharonville Convention Center Maintenance Engineer.

Quantity	Description	Advance Order	Floor Order	Total
	Service Charge for 1st connection	\$100	\$150	
	Each additional connection	\$100	\$150	

24 Hour Service Required? No Yes (If yes, add 50% to Compressed Air Total)

Compressed Air Connections Total \$ _____

Water and Drainage (Available on West and North Wall Only)

NOTE: Pressure may vary. No guarantee can be made of minimum and maximum pressures.

If pressure is critical, exhibitor should contact Sharonville Convention Center Maintenance Engineer.

Water (Cold) Minimum pressure, 45 PSI; maximum pressure, 60 PSI (Prices based on 1/4" to 1/2" line)

Quantity	Description	Advance Order	Floor Order	Total
	Service Charge for 1st connection (Drain Not Included)	\$105	\$140	
	Each additional connection	\$105	\$140	

Size of Water Line Required: _____

Drainage 3/4" Drain Line Available

Quantity	Description	Advance Order	Floor Order	Total
	Service Charge for 1st connection	\$85	\$125	
	Each additional connection	\$85	\$125	

One-Time Water Fill, Including Drain

Quantity	Description	Advance Order	Floor Order	Total
	Service Charge for one-time fill and drain (up to 500 gallons maximum)	\$100	\$150	
	Each additional 500 gallons	\$100	\$150	

Water and Drainage Connections Total \$ _____

Payment Information

Order form and advanced payment must be received 7 days prior to show move-in to qualify for advanced order rates. For floor orders – payment in full must be made prior to services being rendered. Payment accepted in the form of check, money order or credit card.

SERVICE ORDER CHARGES DETAIL:

Electric \$ _____

Labor \$ _____

Telephone \$ _____

Compressed Air \$ _____

Water/Drainage \$ _____

Total \$ _____

Please Check One: Check/Money Order Enclosed
 Charge Total Amount to Credit Card

Credit Card Information: Master Card Visa
 American Express Discover

Card Number _____

Exp. Date _____ Security Code _____

Cardholder's Name _____

Cardholder's Signature _____