



# ELECTRICAL SERVICE ORDER FORM



## PAYMENT FORM MUST ACCOMPANY THIS ORDER

**Deadline** In order to receive advance rates, orders must be received with payment in full, a minimum of 20 days prior to the first move in date. Orders received after that date or without payment are required to pay standard rates. Please refer to the Show Facts form for specified date.

**Terms and Conditions**

- ADVANCE ORDERS SHALL RECEIVE PRIORITY SERVICE.
- All exhibitors are required to check in at the Service Desk at the time of move in before service can be turned on.
- A standard electrical outlet consists of one single female plug. Service does not include adapters or special wiring.
- Wall, column and permanent building outlets are not part of the booth space and are not to be used by exhibitors. Unauthorized use of electrical services will be terminated or exhibitor must pay electrical service charges.
- Under no circumstances shall anyone other than Cox Convention Center employee make connections or disconnections.
- Electrical service will be provided to the booth in a location and manner that is safest and most convenient.
- Exhibitors are not permitted to share electrical service. All orders must be placed individually.
- All floor orders or changes must be made at the Service Desk. Convention Center staff are not permitted to take orders directly from exhibitors.
- The Electrical Supervisor is obligated to refuse connection when wiring is not in compliance with federal, state and local safety codes.
- All furnished materials and equipment remains the property of the Cox Convention Center or its assigned agent. All materials that are removed from the premises or damaged will be billed accordingly.
- Equipment problems must be reported immediately to the Service Desk.
- Claims will not be considered unless filed by the exhibitor prior to the close of the show.
- No credit will be issued for outlets installed but not used.

**Labor** Labor is based on a rate of \$45. A minimum of half hour labor charge is included in the prices for all 208, 1 phase and 3 phase. Please note: All equipment must be outfitted with a fusible switch. Materials not included.

**120 Volt Single Phase Service** Please note: Only one outlet is provided per order. Exhibitor must provide multi-plug strips or extension cords.

<u>Quantity</u>	<u>Service</u>	<u>Advance Rate</u>	<u>Standard Rate</u>	<u>Total</u>
_____	20 AMPS (up to 2000 watts)	59.00	66.00	_____
_____	Blown Fuses		3.00 Minimum	_____

**Overloaded Circuits** will be required to upgrade to the next amperage and will be charge a blown fuse fee plus the difference in the upgrade fee.

**208 Volt Single Phase Service (1 outlet)**

**208 Volt Three Phase Service (1 outlet)**

<u>Quantity</u>	<u>Service</u>	<u>Advance Rate</u>	<u>Standard Rate</u>	<u>Total</u>	<u>Quantity</u>	<u>Service</u>	<u>Advance Rate</u>	<u>Standard Rate</u>	<u>Total</u>
_____	20 AMPS	95.50	103.50	_____	_____	20 AMPS	107.50	118.50	_____
_____	30 AMPS	125.50	135.50	_____	_____	30 AMPS	151.50	162.50	_____
_____	40 AMPS	157.50	166.50	_____	_____	40 AMPS	195.50	206.50	_____
_____	50 AMPS	188.50	197.50	_____	_____	50 AMPS	238.50	250.50	_____

Please note: Rates are guaranteed through December 31, 2009.

**Special Requirements** For connections other than those listed, prior arrangements must be made with the Electrical Supervisor by calling the Cox Convention Center at (405) 602-8500. If special electrical plugs are required, exhibitor is responsible for furnishing the associated wiring schematics and required connectors. Exhibitor is responsible for labor and materials associated with connecting and disconnecting.

Please provide specific requirements in space below. List device, amperage, volts and phase.

1. \_\_\_\_\_
2. \_\_\_\_\_

Comments \_\_\_\_\_

Show name: \_\_\_\_\_

Date: \_\_\_\_\_

Company name: \_\_\_\_\_

Booth #: \_\_\_\_\_

Authorized by: \_\_\_\_\_

Phone#: \_\_\_\_\_