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**ADVANCE ORDERS &  
PAYMENT DUE SEVEN  
(7) WORKING DAYS  
BEFORE MOVE IN**

**UTILITY SERVICE ORDER FORM**

SHOW: \_\_\_\_\_

DATES: \_\_\_\_\_

**IMPORTANT CONDITIONS AND REGULATIONS**

1. USE CARE IN ORDERING POWER AND KNOW THE REQUIREMENTS OF YOUR EQUIPMENT. INSUFFICIENT WATTAGE WILL RESULT IN BLOWN FUSES. ADDITIONAL CHARGES WILL BE MADE FOR CHANGES OR ADDITIONS.
2. LABOR FOR ELECTRICAL WORK MUST BE HANDLED BY CIVIC CENTER TECHNICIANS.
3. ALL EQUIPMENT, REGARDLESS OF POWER SOURCE, MUST COMPLY WITH ALL FEDERAL, STATE, AND LOCAL SAFETY CODES. THE CHARLESTON CIVIC CENTER RESERVES THE RIGHT TO REFUSE ELECTRICAL CONNECTION OF EQUIPMENT BASED ON SAFETY.
4. ALL EQUIPMENT MUST BE PROPERLY TAGGED AND WIRED WITH COMPLETE INFORMATION AS TO TYPE OF CURRENT, VOLTAGE, PHASE, CYCLE, HORSEPOWER, ETC.
5. ALL MATERIAL AND EQUIPMENT FURNISHED BY CHARLESTON CIVIC CENTER FOR THIS SERVICE SHALL REMAIN THE PROPERTY OF CHARLESTON CIVIC CENTER. MATERIALS DAMAGED OR MISSING WILL BE BILLED TO THE EXHIBITOR.
6. ALL EXHIBITORS' CORDS MUST BE THE 3-WIRED GROUNDED TYPE. ALL EXPOSED NON-CURRENT CARRYING METAL PARTS OF FIXED EQUIPMENT WHICH ARE LIKELY TO BE ENERGIZED SHALL BE GROUNDED.
7. RATES QUOTED FOR ALL CONNECTIONS COVER ONLY THE BRINGING OF SERVICE TO REAR OF BOOTH IN THE MOST CONVENIENT MANNER.
8. WALL, COLUMN AND PERMANENT BUILDING UTILITY OUTLETS ARE NOT A PART OF BOOTH SPACE AND ARE NOT TO BE USED BY EXHIBITORS.
9. ADVANCE ORDERS MUST BE RECEIVED A MINIMUM OF SEVEN (7) DAYS PRIOR TO MOVE-IN OF SHOW.
10. ELECTRICAL POWER FOR LIGHTS AND DISPLAYS WILL BE TURNED ON ONE-HOUR PRIOR TO SHOW OPENING AND WILL BE TURNED OFF ONE-HALF HOUR AFTER CONCLUSION OF SHOW. 24-HOUR SERVICE IS AVAILABLE UPON REQUEST AT 1-1/2 TIMES THE RATE.
11. PAYMENT IS IN THE FORM OF CREDIT CARD INFORMATION, CHECK OR MONEY ORDER THAT MUST ACCOMPANY SERVICE ORDERS. POWER WILL NOT BE INSTALLED UNTIL PAYMENT IS RECEIVED.

**STANDARD SERVICES AVAILABLE  
ELECTRICAL**

<u>QTY</u>	<u>DESCRIPTION</u>	<u>ADVANCE</u>	<u>FLOOR</u>	<u>AMOUNT</u>
_____	120 VOLT 20 AMP SINGLE PHASE	\$25.00	\$35.00	\$ _____
_____	120 VOLT 30 AMP SINGLE PHASE	\$40.00	\$50.00	\$ _____
_____	208 VOLT 20 AMP SINGLE PHASE	\$60.00	\$75.00	\$ _____
_____	208 VOLT 30 AMP SINGLE PHASE	\$70.00	\$80.00	\$ _____
_____	208 VOLT 30 AMP THREE PHASE	\$150.00	\$175.00	\$ _____
_____	208 VOLT 50 AMP THREE PHASE	\$175.00	\$200.00	\$ _____

PRICES INCLUDE HOOK-UP AND DISCONNECT OF CUSTOMER'S CABLE

CHARLESTON CIVIC CENTER PERSONNEL MAY INSPECT BOOTH AFTER INSTALLATION. ADDITIONAL CHARGES WILL BE ASSESSED IF EQUIPMENT REQUIRES WATTAGE IN EXCESS OF ELECTRICAL ORDER.

_____	POWER STRIP (NO POWER)	\$20.00	\$30.00	\$ _____
_____	EXTENSION CORDS (UP TO 25') (NO POWER)	\$20.00	\$30.00	\$ _____
_____	150 WATT FLOODLIGHT INCLUDING POWER AND POLE	\$20.00	\$25.00	\$ _____

**CABLE TELEVISION**

_____	CABLE TV CONNECTION	\$50.00 PER CONNECTION	\$ _____
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**GRAND HALL ONLY**

_____	WATER HOOK-UP TO 5/8" BIB (EXHIBIT REQUIRING LESS THAN 500 GALLONS)	\$40.00	\$50.00	\$ _____
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EXHIBITS REQUIRING WATER IN EXCESS OF 500 GALLONS ARE QUOTED ON REQUEST

_____	COMPRESSED AIR *LIMITED TO SPECIFIC AREAS IN GRAND HALL	\$40.00 A DAY	\$ _____
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TOTAL ORDER	\$ _____
WV SALES TAX (6%)	\$ _____
TOTAL COST	\$ _____

FLOOR RATES APPLY TO ALL ORDERS NOT RECEIVED AND PAID 7 BUSINESS DAYS PRIOR TO FIRST MOVE-IN DAY OF SHOW. ORDERS PLACED AT SERVICE DESK MUST BE PAID AT TIME OF ORDER. PAYMENT REQUIRES CHECK OR CREDIT CARD.

FIRM NAME \_\_\_\_\_ PHONE \_\_\_\_\_ BOOTH # \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

CREDIT CARD # \_\_\_\_\_ EXPIRATION DATE \_\_\_\_\_

BY \_\_\_\_\_ NAME \_\_\_\_\_ DATE \_\_\_\_\_

Authorized Signature

Please Print