



Connecticut Convention Center
100 Columbus Blvd. Hartford, Connecticut 06103

Exhibitor Services Order Form

Phone: (860) 728-2640

Fax: (860) 728-2641

Forms available online www.ctconventions.com

EL _____

ELECTRICAL SERVICE ORDER FORM

Name of Event _____	Date of Event _____
Firm Name _____	Booth Numbers(s) _____
Street Address _____	Contact Person _____
City _____ State _____	Zip _____ Phone# _____

PAYMENT NOTICE – ELECTRICAL SERVICE WILL NOT BE SUPPLIED UNTIL TOTAL DUE IS PAID IN FULL.

TAX MUST BE INCLUDED UNLESS YOU PRODUCE STATE OF CT TAX EXEMPTION DOCUMENTATION

CHECK PAYMENT METHOD ONLY ACCEPTED ON PREPAID ORDERS.

*PREPAID RATES apply only to orders paid in full and received 21 DAYS PRIOR TO FIRST SCHEDULED MOVE IN DAY

– standard rates apply to orders received after the 21 day cut off date. NO EXCEPTIONS.

<p align="center">PAYMENT INFO - PAYMENT MUST ACCOMPANY ORDER</p> <p><input type="checkbox"/> Money Order# _____ <input type="checkbox"/> Company Check# _____</p> <p><input type="checkbox"/> MasterCard <input type="checkbox"/> Discover Card <input type="checkbox"/> VISA <input type="checkbox"/> American Express</p> <p>Name on Card _____ Exp. Date _____</p> <p>Credit Card# _____</p> <p>Authorized Signature _____</p>	<p align="center">Please make checks payable to Connecticut Convention Center.</p> <p>Note: We cannot accept cash or checks from foreign banks</p> <p>I have read and agree to all Terms and Conditions of the order. Please see back page for complete terms and conditions.</p> <p>Signature: X _____</p>
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ELECTRICAL SERVICE: Please select the electrical service required on the attached chart. **Labor Rate \$60 per hour**

Standard Electrical Service	*Prepaid Rate	*Standard Rate	Quantity	Subtotal	CT 6% Tax	Total
<i>*120 volts – per single receptacle</i>						
5 amp (550 watts)	\$72.00	\$86.00	_____	_____	_____	_____
10 amp (1100 watts)	\$85.00	\$102.00	_____	_____	_____	_____
15 amp (1650 watts)	\$90.00	\$108.00	_____	_____	_____	_____
20 amp (2200 watts)	\$94.00	\$112.00	_____	_____	_____	_____

Special Electrical Service – requires a minimum charge of 1 hour						
<i>*208 volts – single phase - per single connection</i>						
10 amp (2080 watts)	\$94.00	\$112.00	_____	_____	_____	_____
20 amp (4160 watts)	\$110.00	\$132.00	_____	_____	_____	_____
30 amp	\$174.00	\$210.00	_____	_____	_____	_____
40 amp	\$220.00	\$264.00	_____	_____	_____	_____
50 amp	\$273.00	\$328.00	_____	_____	_____	_____
60 amp	\$325.00	\$390.00	_____	_____	_____	_____
<i>*208 volts – 3 phase - per single connection</i>						
10 amp (2080 watts)	\$136.00	\$162.00	_____	_____	_____	_____
20 amp (4160 watts)	\$198.00	\$238.00	_____	_____	_____	_____
30 amp	\$284.00	\$316.00	_____	_____	_____	_____
40 amp	\$325.00	\$390.00	_____	_____	_____	_____
60 amp	\$342.00	\$412.00	_____	_____	_____	_____

For other 208 volt and 480 volt service, please contact Exhibit Services Dept. for Quote.

*Additional Labor Rates may apply for specialty electrical configurations

Service Accessories:						
– Accessories do not include power and must be picked up at the Service Desk						
Extension Cord (25 feet)	\$15.00	\$20.00	_____	_____	_____	_____
Power Strip (15 amp max.)	\$22.00	\$26.00	_____	_____	_____	_____

Stated rates cover usage for a maximum of three (3) day event. Events exceeding three days will require special quotation for power.

ORDER TOTAL:

PLEASE READ IMPORTANT CONDITIONS AND INSTRUCTIONS ON REVERSE SIDE OF THIS FORM

IMPORTANT CONDITIONS AND REGULATIONS

1. PREPAID ORDERS: To receive prepaid rate, orders must be received a minimum of 21 days prior to first scheduled move-in day.
2. CONDITIONS FOR PROCESSING SERVICE ORDER FORMS:
 - a. Payment **IN FULL, IN U.S. FUNDS** must accompany service order form.
 - b. **Date payment is received by the Connecticut Convention Center will determine applicable rate.**
 - c. All order form information must be completed in full for order to be processed. Incomplete order forms could result in processing delay resulting in slow service installation.
 - d. No service will be installed until full payment is received.
 - e. Cancellations:

Refunds will be computed as follows:

 1. After installation - **NO REFUND.**
 2. Before installation, but 6 days or less prior to first scheduled move-in day - **85% REFUND.**
 3. Before installation and more than 6 days prior to first scheduled move-in day - **FULL REFUND.**
3. Rates quoted for all connections cover only the bringing of service to the booth in the most convenient manner as determined by the Connecticut Convention Center and **DO NOT** include connecting equipment to provided services. Special placement or relocation of service will result in a labor charge. A credit card number must be provided if booth labor is required. Payment **IN FULL** must be rendered for such services before the close of event day.
4. Obstructions blocking utility floor boxes are subject to relocation as necessary.
5. Prepaid orders will receive priority service.
6. Claims will not be considered unless filed in writing by exhibitor prior to close of show.
7. Requests for special voltage and/or other "Special Requirements" (see form) must be received by the Connecticut Convention Center 30 days prior to scheduled exhibitor arrival and move-in.
8. Electrical labor must be ordered in advance in order to have electricians available when needed.
9. All equipment regardless of source of power must comply with all Federal, State and Local Safety Codes.
10. Use of open clip sockets, latex or lamp cord wire, unapproved duplex or triplex attachment plugs in exhibits is prohibited.
11. Standard wall, column and permanent building electrical outlets are not a part of booth space and are not to be used by exhibitors unless specified otherwise.
12. Under **NO** circumstances shall anyone other than "house electricians" make electrical connections.
13. Special equipment requiring company engineers or technicians for assembly, servicing, preparatory work and operation may be executed without "house electricians", however, all service connections and overload protection to such equipment must be made by "house electricians" only.
14. All equipment must be properly tagged or marked with complete information as to type and/or amount of current, voltage, phase, frequency, horsepower, etc. required.
15. All materials and equipment furnished by the Connecticut Convention Center for this service order shall remain the property of the Connecticut Convention Center and shall be removed **ONLY** by the Connecticut Convention Center at the close of the show.
16. The Connecticut Convention Center electricians are authorized to cut floor coverings to permit installation of service unless otherwise directed.
17. All exhibitors' **120 volt** cords must be of the 3 wire grounded type. All exposed non-current carrying metal parts of fixed equipment which are liable to be energized, shall be grounded.
18. The Connecticut Convention Center reserves the right to refuse connection to any exhibitor whose equipment is deemed unsafe by the Connecticut Convention Center's electrical supervisors.
19. Booth power will be turned on 1 hour prior to event opening and turned off 30 minutes after close. 24 hour service will be provided only to those locations that have ordered and paid for 24 hour service.
20. Power requirements crossing aisles will not be installed unless approved by show management.
21. Prices are based upon current wage rates and are subject to change without notice.

Make remittance and mail to:

**Connecticut Convention Center – Attn: Exhibitor Services
100 Columbus Blvd., Hartford, CT 06103**



Equipment Power Plug Configuration Chart

Use the chart below to determine what type of power plug your equipment has. Select your plug by highlighting the item in **bold** lettering and returning this form. The plug on your equipment may have lettering stamped into it and match what is listed below. Most available options are show; if you do not see your plug on this chart or have questions determining which plug is yours, please contact us.

Straight Blade Plugs & Receptacles

	15 AMPERE		20 AMPERE		30 AMPERE		50 AMPERE		60 AMPERE	
	RECEPTACLE	PLUG	RECEPTACLE	PLUG	RECEPTACLE	PLUG	RECEPTACLE	PLUG	RECEPTACLE	PLUG
2 Pole, 2 Wire Non-Grounding										
125V	1 1-15R									
250V				2-20P						
2 Pole, 3 Wire Grounding										
125V	5 5-15R	5-15P	5-20R	5-20P	5-30P	5-30P		5-50P		
250V	6 6-15R	6-15P	6-20R	6-20P	6-30R	6-30P	6-50R	6-50P		
277VAC	7 7-15R	7-15P	7-20R	7-20P		7-30P		7-50P		
3 Pole, 3 Wire Non-Grounding										
125/250V	10		10-20R	10-20P	10-30R	10-30P	10-50R	10-50P		
3 Pole, 4 Wire Grounding										
125/250V	14		14-20R	14-20P	14-30R	14-30P	14-50R	14-50P		14-60P
3ø250V	15			15-20P	15-30R	15-30P	15-50R	15-50P	15-60R	15-60P
4 Pole, 4 Wire Non-Grounding										
3øY 120/208V	18		18-20R	18-20P					18-60R	18-60P