



EXHIBITION SERVICES ORDER FORM



MANAGED FACILITY

Return to and make check payable to:
**Greater Columbus
 Convention Center
 Client Utilities Dept.
 400 North High Street
 Columbus, Ohio 43215
 614-827-2548/2644
 Fax 614-827-2658
 cutilities@columbusconventions.com**

Name of Exhibition or Show: _____ Show Dates _____
 Firm/Booth Name: _____ Booth No. _____
 Address: _____ E-mail: _____ Phone No. _____
 City: _____ State: _____ Zip: _____
 Ordered By: _____ Signature: _____ Date: _____
 (Print or Type)

Signature of Requesting party on order form indicates acceptance of terms and conditions on reverse side.

PAYMENT NOTICE: ADVANCE RATES apply only to orders paid in full and received 12 Days PRIOR TO THE FIRST SCHEDULED MOVE-IN DAY
 STANDARD RATES must be paid for all other orders. NO EXCEPTIONS

ALL ORDERS MUST BE PAID IN FULL WITH U.S. FUNDS

**ALL ORDERS MUST BE MAILED, FAXED, ONSITE, OR ONLINE. (www.columbusconventions.com)
 IF FORMS ARE FAXED, PLEASE DO NOT MAIL.**

ELECTRICAL SERVICE

LOW POWER: Service will be brought to the booth in the most convenient manner, special placement will incur labor charges & layout.

QUANTITY:	One single outlet	ADVANCE RATE	STANDARD RATE	TOTALS
_____	120 Volts up to 500 Watts or 5 Amps (1-outlet)	\$75.00	\$100.00	_____
_____	120 Volts up to 1000 Watts or 10 Amps (1-outlet)	\$90.00	\$110.00	_____
_____	120 Volts up to 1500 Watts or 15 Amps (1-outlet)	\$105.00	\$130.00	_____
_____	120 Volts up to 2000 Watts or 20 Amps (1-outlet)	\$120.00	\$145.00	_____

RENTAL ITEMS: ELECTRICAL SERVICE MUST BE ORDERED TO RENT THE ITEMS LISTED BELOW.

QUANTITY:		ADVANCE RATE	STANDARD RATE	TOTALS
_____	Extension Cords	\$20.00	\$30.00	_____
_____	Multi Tap Box (4-outlets)	\$25.00	\$30.00	_____
_____	100 Watt Flood Light (See service desk for install)	\$35.00	\$40.00	_____
_____	6 Outlet Power Strip	\$35.00	\$40.00	_____

SPECIAL ELECTRICAL SERVICE

PRICE INCLUDES 1 HOUR LABOR CHARGE PER CONNECTION. Please notify the G.C.C.C. Service Desk when your equipment is in place and ready for connection.

208 Volts - SINGLE PHASE per single connection				208 Volts - THREE PHASE per single connection			
AMPS	QUANTITY	ADVANCE RATE	STANDARD RATE	QUANTITY	ADVANCE RATE	STANDARD RATE	TOTALS
10	_____	\$160.00	\$195.00	_____	N/A	N/A	_____
20	_____	\$195.00	\$225.00	_____	N/A	N/A	_____
30	_____	\$225.00	\$260.00	_____	\$255.00	\$300.00	_____
40	_____	\$245.00	\$285.00	_____	\$275.00	\$325.00	_____
50	_____	\$265.00	\$295.00	_____	\$300.00	\$350.00	_____
60	_____	\$290.00	\$320.00	_____	\$325.00	\$375.00	_____
100	_____	\$400.00	\$445.00	_____	\$450.00	\$500.00	_____

VOLTAGES AVAILABLE ONLY AS STATED ABOVE. ALL OTHER VOLTAGES MUST BE PROVIDED BY EXHIBITOR'S BUCK/BOOST TRANSFORMER

480 Volts - SINGLE PHASE per single connection				THREE PHASE per single connection			
AMPS	QUANTITY	ADVANCE RATE	STANDARD RATE	QUANTITY	ADVANCE RATE	STANDARD RATE	TOTALS
30	_____	\$250.00	\$300.00	_____	\$275.00	\$325.00	_____
40	_____	\$300.00	\$350.00	_____	\$325.00	\$375.00	_____
50	_____	\$350.00	\$400.00	_____	\$375.00	\$450.00	_____
60	_____	\$425.00	\$475.00	_____	\$450.00	\$500.00	_____
100	_____	\$625.00	\$700.00	_____	\$650.00	\$725.00	_____

Additional labor determined on site for special electrical service. Additional labor billed at \$45.00 per hour. Work done after 5pm or before 8am Monday through Friday and on Saturdays, Sundays and holidays will be billed at \$90.00 per hour. Labor hired at one hour minimum.

Special Instructions/or layout attachment _____ hrs @ \$50.00

SEE REVERSE FOR CONDITIONS AND REGULATIONS

GRAND TOTAL DUE \$ _____

PAYMENT INFORMATION - Payment Must be in U.S. Funds	OFFICE USE ONLY
_____ Check # _____	_____ Pre-Order _____ On-Site Order
_____ Credit Card/Visa/MC/AE/Discover	_____ Received By _____ Date: _____
Complete GCCC credit card authorization form.	_____ Equipment Installed By _____ Date: _____ Time _____
	_____ Posted By _____ Date _____ Exh# _____

ALL ORDERS MUST BE PAID IN FULL PRIOR TO OPENING OF FIRST DAY OF SHOW

GREATER COLUMBUS CONVENTION CENTER IMPORTANT CONDITIONS AND REGULATIONS

PAYMENT NOTICE:

ADVANCE RATES apply only to order paid in full and received 12 DAYS PRIOR TO THE FIRST SCHEDULED MOVE-IN DAY

STANDARD RATES must be paid at move-in for all orders. **NO EXCEPTIONS**

ALL ORDERS MUST BE PAID IN FULL WITH U.S. FUNDS BY OPENING OF FIRST DAY OF SHOW

All terms, conditions, and rates on this form are subject to change at any time without notice.

CONDITIONS FOR PROCESSING SERVICE ORDER FORMS:

1. Payment IN FULL, IN U.S. FUNDS must accompany service order form.
2. 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.
3. No service will be installed until full payment is received.
4. Cancellations:
Refunds will be computed as follows:
 1. After installation of utilities - NO REFUND - Cancellation of exhibitor equipment and/or non-use does not justify refund.
 2. Refunds will be given on preorders up to 3 days prior to move-in of show.
5. Any returned check will have a \$35.00 Returned Check Fee.

ALL REFUNDS WILL BE FORWARDED, BY MAIL OR CREDITED

ANY DISCREPANCIES OR DEVIATIONS FROM ORIGINAL ORDER MUST BE BROUGHT TO THE ATTENTION OF THE GREATER COLUMBUS CONVENTION CENTER SERVICE DESK, PRIOR TO THE OPENING OF THE FIRST DAY OF THE SHOW!

ELECTRICAL SERVICE

1. Rates quoted cover bringing of service to back of booth and *does not include* connecting your equipment.
2. All wiring or electrical work on exhibitor's display charged on time and material basis.
3. Tagging of equipment for proper voltage, phase, connection, *etc.*, is *exhibitor's responsibility*.
4. Exhibitors using sensitive electronic equipment should provide their own power conditioning equipment.
5. Greater Columbus Convention Center is not responsible for voltage or frequency variances.
6. Any motor 1/2 horsepower or larger must have a safety switch.
7. All Power is provided from the floor. All special requests must submitted in writing 30 days prior to move-in for a quote.
8. Any changes in location after initial installation will reflect a one hour minimum labor charge of \$50.00 per man.
9. Due to Fire Code, NO electrical cords can be placed under carpet.
10. A power box may be located in rear of booth to distribute power in other booths in that area. Please DO NOT plug into this box.
11. No flat electrical cords, per city fire code.
12. No sharing of electric between booths.

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