



Utility Services Connection Order Form

403 North 3rd Street Richmond, Virginia 23219 804.783.7300

Event: _____ Date: _____
 Company: _____ Booth #: _____
 Address: _____ Contact: _____
 City/St/Zip: _____ E-mail: _____
 Phone: _____ Fax: _____

FULL PAYMENT FOR SERVICES ORDERED MUST ACCOMPANY FORM.

A. ELECTRICAL CONNECTION(S)

The price includes providing power to one connection at the booth with a standard NEMA U.L. outlet provided for service up to 50 amps. Service above 50 amps requires custom installation to be billed at the hourly rate, with a one (1) hour minimum required.

Qty	Description	Advance	Floor	Total	24 hr. Power
STANDARD CONNECTION					
_____	20 amp 110v	\$ 60.00	\$ 80.00	_____	<input type="checkbox"/>
SINGLE PHASE 208V					
_____	30 amp 208v 1 phase	\$ 160.00	\$ 205.00	_____	<input type="checkbox"/>
_____	60 amp 208v 1 phase	\$ 330.00	\$ 425.00	_____	<input type="checkbox"/>
_____	100 amp 208v 1 phase	\$ 535.00	\$ 695.00	_____	<input type="checkbox"/>
_____	200 amp 208v 1 phase	\$ 695.00	\$ 905.00	_____	<input type="checkbox"/>
_____	400 amp 208v 1 phase #	\$ 800.00	\$ 1,040.00	_____	<input type="checkbox"/>
THREE PHASE 208V					
_____	30 amp 208v 3 phase	\$ 255.00	\$ 325.00	_____	<input type="checkbox"/>
_____	60 amp 208v 3 phase	\$ 445.00	\$ 575.00	_____	<input type="checkbox"/>
_____	100 amp 208v 3 phase	\$ 640.00	\$ 830.00	_____	<input type="checkbox"/>
_____	200 amp 208v 3 phase	\$ 800.00	\$ 1,040.00	_____	<input type="checkbox"/>
_____	400 amp 208v 3 phase #	\$ 910.00	\$ 1,185.00	_____	<input type="checkbox"/>
THREE PHASE 480V #					
_____	30 amp 480v 3 phase	\$ 275.00	\$ 350.00	_____	<input type="checkbox"/>
_____	60 amp 480v 3 phase	\$ 450.00	\$ 585.00	_____	<input type="checkbox"/>
_____	100 amp 480v 3 phase	\$ 695.00	\$ 905.00	_____	<input type="checkbox"/>
_____	200 amp 480v 3 phase	\$ 1,070.00	\$ 1,390.00	_____	<input type="checkbox"/>
RENTAL ITEMS **					
_____	power strip	\$ 15.00	\$ 25.00	_____	
_____	extension cords	\$ 10.00	\$ 20.00	_____	
LABOR FOR CUSTOM ELECTRICAL					
_____	On-Site Electrician	\$42.00 per hour		_____	
_____	Overtime/Holiday/Weekend	\$63.00 per hour		_____	
24-Hour Power: Add 50% to that service					
Subtotal Electrical:					_____

** Rental Items remain property of GRCC.
 On-site orders are subject to equipment availability and additional labor charges.

B. MECHANICAL CONNECTION(S)

Compressed Air: Exhibitor must supply own drier or regulator for critical

Qty	Description	Advance	Floor	Total	
_____	Compressed Air 90 - 100 psi CFM Required	\$ 150.00	\$ 175.00	_____	
_____	Water/Drain (fill)	\$ 125.00	\$ 150.00	_____	
_____	Water/Drain (fill) over 1000 gal.	Call for Details and Price			
_____	Labor - Maintenance (per hour)	\$ 33.00	\$ 49.50	_____	
_____	Labor - Electric (per hour)	\$ 42.00	\$ 63.00	_____	
Subtotal Mechanical:					

* Exhibit booths requiring air, water/drain need to be located next to a column.

Advance service orders and payment in full must be received a minimum of 14 days prior to the first scheduled move-in date before the show. Otherwise, Floor rates will apply.

C. SPECIAL INSTALLATION REQUEST

Install Date/Time: _____ AM/PM
 Remove Date/Time: _____ AM/PM

D. SERVICES GRAND TOTAL (from sections A & B)

\$ _____

Please have your payment fourteen (14) days prior to move-in of the event to receive advance price rates.

E. PAYMENT INFORMATION

Method of Payment (circle): CHECK VISA MC AMEX

Checks Payable -Greater Richmond Convention Center

The CSV Code is required to process credit card transactions but for security reasons should not be submitted on this form. Please email this 3 digit code on the back of your card to utilityservices@greaterrichmondcc.com

Credit Card Number _____

Expiration Date _____

Print Name on Card _____

Authorized Signature for Payment _____

I hereby authorize the Greater Richmond Convention Center to charge the above credit card for the services ordered on this form. Additionally, I acknowledge receipt of and will abide by the Utility Services Connection Order Form Conditions and Regulations.

Check here to receive copy of credit card receipt.

Sending Payments and Order Form

By Mail Greater Richmond Convention Center
 Attn: Utility Service Desk
 403 N 3rd Street
 Richmond, VA 23219

By Fax Send order form with credit card information to (804) 225-0508. The CSV Code is required to process payment.

For In-House Use Only

Total \$ Received: _____ Date _____

Method of Payment: _____

CC Authorization #: _____ Initials _____



UTILITY SERVICES ORDER FORM CONDITIONS AND REGULATIONS

1. PAYMENT INFORMATION

- a. We can accept company checks, money orders, Visa, MasterCard and American Express for payment. Acceptance of checks and credit cards is subject to verification at our discretion. A service charge of \$25.00 will be administered for each returned check.
- b. Advance service orders and payment IN FULL must be RECEIVED a minimum of fourteen (14) days prior to the first scheduled move-in date before a show. Orders submitted without full payment and orders received after the 14-day cut off date are subject to FLOOR PRICES.
- c. Arrangements for payment of Labor & Services must be made before service is installed. Payment IN FULL must be rendered before start of show unless prior arrangements have been made with the Event Services Office.

2. RATES AND LABOR CHARGES

- a. Rates quoted for all connections cover only the bringing of service to the booth in the most convenient manner, and DO NOT include connecting equipment to provided services.
- b. Special placement or relocation of service will result in a labor charge. Payment IN FULL shall be rendered for such services before the start of the event.
- c. Services ordered during exhibitor move-in may not be installed before the event opens.
- d. All prices are based on current wage rates and are subject to change without notice.

3. INSTALLATION OF SERVICES

- a. Rates quoted for all connections cover only the bringing of service to the booth in the most convenient manner, and DO NOT include connecting equipment to provided services.
- b. Orders will be processed and installations completed on a first-come, first-served basis, or as we determine most convenient. Earliest orders normally receive highest priority.
- c. All materials and equipment furnished by the Greater Richmond Convention Center for any services ordered shall remain the Greater Richmond Convention Center's property and shall be disconnected and removed ONLY by house staff at the close of the event.
- d. Service will begin on the start date and end after the close of the event, unless special arrangements for early connect and/or late disconnect are made.

4. CANCELLATION POLICY

- a. If cancellation occurs before installation and more than 6 days prior to the first scheduled move-in day: 90% REFUND.
- b. If cancellation occurs before installation but 6 days or less prior to the first scheduled move-in day: 75% REFUND.
- c. If cancellation occurs after installation or after the start of the first scheduled move-in day: NO REFUND.

5. SERVICE GUIDELINES

- a. Electrical
 - Special voltage and/or other specialized power requirements must be received at least thirty (30) days prior to exhibitor's scheduled arrival and move-in. Electrical services available are: 120 volt AC – 1 phase 60 cycle, 208 volt AC – 1 phase and 3 phase 60 cycle, and 480 volt AC – 3 phase 60 cycle.
 - 24-hour power will only be provided to those locations that have ordered and paid for 24-hour service. Otherwise, booth power will be turned on one (1) hour prior to each day's event opening and turned off thirty (30) minutes after closing. Only GRCC house electricians are permitted to service connections and overload protection to equipment.
 - Electrical Connections – Exhibitors or exhibitors' agents may plug into purchased outlets and connect signal wiring (i.e. antenna, audio, video, speakers) within a booth or between the exhibitor's equipment with one booth. Otherwise, under NO circumstances shall anyone other than house electricians make electrical connections. Power requirements crossing aisles will not be installed unless approved by show management AND our Event Services department.
 - Obstructions blocking utility floor boxes are subject to relocation as necessary. House electricians are authorized to cut floor coverings to permit installation of service unless otherwise directed. Standard wall, column and permanent building electrical outlets are not a part of booth space and are not to be used by exhibitors unless authorized by event service department.
 - Prohibited Usage – Use of open clip sockets, latex or lamp cord wire, or unapproved duplex or triplex attachment plugs in exhibits are prohibited.
 - Equipment – All equipment must be properly tagged or marked with complete information as to the type and/or amount of current, voltage, phase, frequency, horsepower, etc. required. 120-volt cords must be of the three-



UTILITY SERVICES ORDER FORM CONDITIONS AND REGULATIONS

wire grounded type. All exposed, non-current carrying metal parts of fixed equipment, which are liable to be energized, must be grounded. We reserve the right to refuse connection to any exhibitor whose equipment is deemed unsafe by our electrical supervisors. Special equipment requiring company engineers or technicians for assembly, servicing, preparatory work and operation may be executed without house electricians. However, all equipment, regardless of the source of power, must comply with all federal, state and local state safety codes.

- **NOTICE:** We cannot accept responsibility for voltage fluctuation or power failure due to temporary conditions beyond our control. For your protection, we advise installing a surge protector on all your computers and other sensitive equipment. All electrical installations and connections to electrical service must be made by a house electrician. We will not be responsible for damage or loss to any equipment, components, computer hardware, software or data, or injury to any person caused by the unauthorized installation of any equipment, connection to service, or wiring of any equipment by persons other than Greater Richmond Convention Center house electricians.

b. Mechanical

- **Service Connection Guidelines:** Under NO circumstances shall anyone other than house engineers make service connections. Service requirements crossing aisles will not be installed unless approved by show management AND our Event Services department. Obstructions blocking utility floor boxes or other service access points are subject to relocation as necessary. House engineers are authorized to cut floor coverings to permit installation of service unless otherwise directed.
- **Equipment:** All equipment must comply with all federal, state and local safety codes. Where applications require critical regulation of pressure, flow or moisture content, the exhibitor is responsible for supplying the necessary regulator, conditioner, etc. All equipment must be properly tagged or marked with appropriate information about requirements or tolerances regarding pressure, flow, capacity, rate of fill and/or other factors pertinent to safety. We reserve the right to refuse connection to any exhibitor whose equipment is deemed unsafe by an engineering supervisor. All materials and equipment furnished by Greater Richmond Convention Center for this service order shall remain Greater Richmond Convention Center property and shall be disconnected and removed only by house engineers at the close of the show. Tanks, drums, barrels and other containers requiring water fill and drain exceeding 30-gallon capacity must be filled and drained by house engineers and are subject to a service charge. We reserve the right to not fill any container that shows signs of leakage or is otherwise deemed inadequate by an engineering supervisor. Containers showing signs of leakage will be drained by a house engineer without prior notice.
- **NOTICE:** Exhibitor assumes responsibility for any damage to Greater Richmond Convention Center facilities caused by faulty exhibitor equipment or negligent operation of exhibitor equipment. We cannot accept responsibility for pressure fluctuations due to temporary conditions beyond our control. For your protection, we advise installing appropriate regulators on any connection requiring critical control of pressure, moisture content, etc. All installations and connections to mechanical services must be made by house engineers. We will not be responsible for damage or loss to any equipment or components or injury to any person caused by the unauthorized installation of any equipment, connection to service or interconnection of any equipment by persons other than house engineers.