

2007 ELECTRICAL SERVICE ORDER FORM

EFFECTIVE JANUARY 1, 2007 – DECEMBER 31, 2007

501 South College Street, Charlotte, NC 28202 • (704) 339-6000 • Fax (704) 339-6024 • www.charlotteconventionctr.com



ELECTRICAL RULES & REGULATIONS

1. Wall, column and permanent building utility outlets are not part of booth space and are not to be used by exhibitors or decorators unless specified otherwise. Electrical panels or other equipment in column recesses may not be blocked at any time.
2. All equipment regardless of source of power must meet federal, state and local safety codes. The Charlotte Convention Center reserves the right to refuse electrical connection of equipment based on safety.
3. Claims will not be considered unless filed by exhibitors prior to close of show.
4. Prices are based on current wage rates and are subject to change without notice.
5. All equipment must be properly tagged and wired with complete information as to type of current, voltage, phase, cycle, horsepower, etc. The Charlotte Convention Center will not be responsible for power failure or voltage fluctuation.
6. All material and equipment furnished by the Charlotte Convention Center for electrical service orders shall remain the Convention Center's property and shall be removed only by Convention Center personnel, at the close of the show.
7. Charlotte Convention Center electricians are authorized to cut exhibitor or decorator floor coverings, to permit installation of service and to maintain floor pit systems. No exceptions will be made in this area. Failure to comply may result in loss of service order. Booth layouts are prepared by show management or decorators, NOT the Convention Center.
8. All exhibitor cords must be of the 3-wire grounding type, suitable for installation. "Zip" cord or Romex are not allowed. All exposed non-current carrying metal parts of fixed equipment, which may become energized, shall be grounded.
9. 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 or special wiring. All work performed within the booth will be charged on a time and material basis.
10. Advance orders must be received a minimum of twenty-one (21) days prior to show opening.
11. Payment must accompany order. No exceptions please. Notice of cancellation must be received prior to scheduled move-in, in order to receive credit. Credit will not be given for services installed and not used.

12. Lighting levels for move-in and move-out will be at 50%. Exhibit halls are not air conditioned until 1 hour prior to show opening.

13. Exhibitors are NOT allowed access to floor pits at any time.

Floor Rate prices apply to orders received after the due date (21 days prior to show opening). The Charlotte Convention Center does not guarantee service prior to show opening for late orders. All requirements exceeding the rate schedule must be priced and approved by the Convention Center prior to ordering.

Payment in the form of check or money order must accompany service orders. Power will not be installed until payment is received.

NO EXCEPTIONS

Motor and equipment prices are for ordered power sources only. Hook-ups are not included. No receptacles of any kind are provided by the Convention Center. Exhibitors may supply their own receptacles. Labor for electrical work on equipment including repairs, tracing malfunctions, fishing cable under carpet, and hook-ups provided by Convention Center electricians, will be charged at the prevailing rate (\$55.00 per hour, 1 hour minimum). If floor plans are received in advance (21 days prior to show opening) every attempt will be made to work with the Decorator to install cable under carpet.

Exhibitor Technicians are permitted to perform all electrical work inside booths, including hook-ups, to ordered power sources. All work must conform to national and local codes, and is subject to inspection by Charlotte Convention Center personnel.

Labor rates are based on 9 hour days, typically from 7:30am to 5:00pm. Booth labor will be charged an overtime rate after 5:00pm at the rate of 1.5 times the normal rate.

Larger lights such as Leiko lights can be ordered from the Convention Center's preferred in-house audio visual production contractor. For information on services and pricing call 704.339.6180.

All power 100 amps and below are typically brought to booths through the floor pit system, located 30 feet on center throughout exhibit halls. Air and water lines are NOT directed from overhead.

The Convention Center's power is 120/208 or 277/480 volts, 3 phase, 5 wire wye. Other voltages are not available unless step-up or step-down transformers are provided by the licensee. Rates run the duration of the show. Power, air and water are available 24 hours.

WILL YOU REQUIRE A CONVENTION CENTER ELECTRICIAN?

YES NO

QUANTITY	DESCRIPTION	ADVANCED RATE	FLOOR RATE	TOTALS
_____	Power Strip (no power)	-	20.00	_____
_____	Extension Cord (no power)	-	20.00	_____
120 VOLT LIGHTING AND UTILITY (DUPLEX) OUTLETS				
_____	5 AMP (600 WATT)	60.00	80.00	_____
_____	10 AMP (1200 WATT)	70.00	99.00	_____
_____	20 AMP (2400 WATT)	90.00	130.00	_____
MOTOR AND EQUIPMENT SCHEDULE				
120 VOLT SINGLE PHASE*				
_____	21 to 30 AMPS	120.00	170.00	_____
_____	31 to 50 AMPS	170.00	250.00	_____
_____	51 to 70 AMPS	210.00	305.00	_____
_____	71 to 100 AMPS	260.00	360.00	_____
208 VOLT SINGLE PHASE*				
_____	0 to 20 AMPS	145.00	220.00	_____
_____	21 to 30 AMPS	175.00	270.00	_____
_____	31 to 50 AMPS	245.00	365.00	_____
_____	51 to 70 AMPS	325.00	475.00	_____
_____	71 to 100 AMPS	400.00	580.00	_____
208 VOLT THREE PHASE*				
_____	0 to 20 AMPS	210.00	295.00	_____
_____	21 to 30 AMPS	275.00	395.00	_____
_____	31 to 50 AMPS	395.00	595.00	_____
_____	51 to 70 AMPS	500.00	760.00	_____
_____	71 to 100 AMPS	650.00	950.00	_____
480 VOLT THREE PHASE*				
_____	0 to 20 AMPS	375.00	560.00	_____
_____	21 to 30 AMPS	500.00	760.00	_____
_____	31 to 50 AMPS	785.00	1160.00	_____
_____	51 to 70 AMPS	1070.00	1600.00	_____
_____	71 to 100 AMPS	1350.00	2000.00	_____
		SUB-TOTAL		
		RENTALS		
		TOTAL OF CHARGES		_____
* FOR DIRECT TIE IN ONLY, NO RECEPTACLES PROVIDED.				_____

PLEASE PRINT

Name of Event _____
 Event Date _____ Booth No. _____
 Company Name _____
 Contact _____
 Telephone _____
 Fax _____
 E-Mail Address _____
 Address _____
 City _____
 State _____ Zip _____

Authorized By _____
 Print Name _____
 Date _____

Check / Money Order \$ _____

American Express - MasterCard - Visa Only (circle one)
 Account Number _____
 Expiration Date _____

Make checks payable to: Charlotte Convention Center
 c/o Smart City Networks
 3720 Howard Hughes Pkwy Suite # 190
 Las Vegas, NV 89109

Credit Card Fax Orders:
 Fax: 702.943.6001
 Order verification: 888.446.6911
 For technical questions call: 704.339.6070

Charlotte Convention Center
 Exhibit Floor Service Desk
 during event: 704.339.6700

Orders must be received 21 days prior to show opening to be eligible for advanced rate.

NOTE: BEFORE ANY ADDITIONAL WORK CAN BE PERFORMED, A CREDIT CARD NUMBER MUST BE ON FILE. UNDER NO CIRCUMSTANCES CAN POWER BE RESOLD BY SHOW MANAGEMENT, PRODUCTION COMPANIES OR EXHIBITORS.