



**MEMPHIS COOK CONVENTION CENTER**  
 255 North Main Street ~ Memphis, Tennessee 38103  
 (901) 576-1200, EXT. 1222 ~FAX# (901) 576-1212  
**ELECTRICAL SERVICE ORDER FORM**



Name of Exhibition or Show: \_\_\_\_\_ Booth No. \_\_\_\_\_  
 Firm/Booth Name: \_\_\_\_\_ Show Dates \_\_\_\_\_  
 Address: \_\_\_\_\_ Phone No. \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code \_\_\_\_\_  
 Ordered By: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Print or Type)

\*PAYMENT: Cash \_\_\_ Check No. \_\_\_ Visa \_\_\_ Mastercard \_\_\_ Amex. \_\_\_ Fax No. \_\_\_  
 CARD # \_\_\_\_\_ EXP. DATE \_\_\_\_\_

NAME \_\_\_\_\_ SIGNATURE \_\_\_\_\_

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

**PAYMENT NOTICE: Preorder rates apply only to orders paid in full and received twelve (12) days prior to the first scheduled move-in day**

**All onsite orders must be paid with cash, and/or credit card. NO EXCEPTIONS.**  
**ALL ORDERS MUST BE PAID IN FULL BEFORE SERVICES ARE RENDERED**

**ALL ORDERS MUST BE MAILED, FAXED OR PLACED ON-SITE**  
 (NO TELEPHONE ORDERS WILL BE ACCEPTED)

**ELECTRICAL SERVICE**

<b>Standard Basic Power</b>				
QUANTITY	One Single Outlet	PREORDER RATE	ON-SITE RATE	TOTALS
_____	120 Volts up to 2000 Watts	\$75.00	\$100.00	\$ _____
_____	120 Volts up to 3000 Watts	\$100.00	\$125.00	\$ _____

<b>Rental Items listed below do not include electrical services. Exhibitor must order electrical services to utilize rental service. Limited Availability</b>				
QUANTITY		PREORDER RATE	ON-SITE RATE	TOTALS
_____	25 Foot Extension Cord	\$15.00	\$20.00	\$ _____
_____	50 Foot Extension Cord	\$20.00	\$25.00	\$ _____

**SPECIAL ELECTRICAL SERVICE**

<b>208 Volts – SINGLE PHASE – per single connection</b>					<b>208 Volts – THREE PHASE – per single connection</b>				
Amps	Quantity	Preorder Rate	Onsite Rate	TOTALS	Amps	Quantity	Preorder Rate	Onsite Rate	TOTALS
20	_____	\$100.00	\$200.00	\$ _____	20	_____	\$120.00	\$240.00	\$ _____
30	_____	\$150.00	\$300.00	\$ _____	30	_____	\$180.00	\$360.00	\$ _____
40	_____	\$200.00	\$400.00	\$ _____	40	_____	\$240.00	\$480.00	\$ _____
50	_____	\$250.00	\$500.00	\$ _____	50	_____	\$300.00	\$600.00	\$ _____

VOLTAGES AVAILABLE ONLY AS STATED ABOVE. ALL OTHER VOLTAGES MUST BE PROVIDED BY EXHIBITOR'S BULK/BOOST TRANSFORMER WHICH MUST BE APPROVED BY MEMPHIS COOK CONVENTION CENTER ELECTRICAL DEPARTMENT TWELVE (12) DAYS PRIOR TO MOVE-IN

<b>480 Volts – SINGLE PHASE – per single connection</b>					<b>480 Volts – THREE PHASE – per single connection</b>				
Amps	Quantity	Preorder Rate	Onsite Rate	TOTALS	Amps	Quantity	Preorder Rate	Onsite Rate	TOTALS
20	_____	\$160.00	\$320.00	\$ _____	20	_____	\$200.00	\$400.00	\$ _____
30	_____	\$240.00	\$480.00	\$ _____	30	_____	\$300.00	\$600.00	\$ _____
40	_____	\$320.00	\$640.00	\$ _____	40	_____	\$400.00	\$800.00	\$ _____
50	_____	\$400.00	\$800.00	\$ _____	50	_____	\$500.00	\$1000.00	\$ _____

Other 120/280 volt and 480 volt service available by special order. Please call (901) 576-1222 for pricing and availability.

**SEE REVERSE FOR CONDITIONS AND REGULATIONS**

**GRAND TOTAL DUE \$ \_\_\_\_\_**

Revision Date 06/24/06

This form supersedes all previous forms.

Additional Terms & Conditions on Reverse Side

**MEMPHIS COOK CONVENTION CENTER**  
255 North Main Street ~ Memphis, Tennessee 38103  
(901) 576-1200 EXT. 1222 ~ FAX# (901) 576-1212

**IMPORTANT CONDITIONS AND REGULATIONS**

**PAYMENT NOTICE:**

PREORDER RATES apply only to orders received and paid in full twelve (12) days prior to the first move-in day of show. ON-SITE RATES must be paid at move-in for all other orders. **NO EXCEPTIONS.**

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

**WE ACCEPT CASH, PRINTED CHECKS, VISA, AMEX AND MASTER CARD ONLY! ALL OTHER ORDERS SUBMITTED WITH ANY OTHER FORM OF PAYMENT WILL NOT BE CONSIDERED TO BE ORDERED.**

**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 must accompany service form to be considered.
2. All order form information must be completed in full for order to be processed. Incomplete forms could result in processing delay that may result in floor rate or slow service installation.
3. No service will be installed until full payment is received.
4. Cancellations:  
Refunds will be computed as follows:
  - A written request for refund must be received a minimum of twelve (12) days prior to first move-in day of show.**NO REFUNDS AFTER INSTALLATION!**
  - Refunds will be forwarded by mail or credited after being processed by proper departments.
5. All returned checks will incur a \$25.00 Returned Check Fee.

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

**ALL CHANGES TO THE ORIGINAL ORDER MAY DELAY THE INSTALLATION OF SAID ORDER.**

**ELECTRICAL SERVICE CONDITIONS**

1. Rates quoted cover delivery of service to the back of the booth and do not include connecting your equipment.
2. Tagging of equipment for proper voltage, phase, connection, etc. is exhibitor's responsibility.
3. Exhibitors using electronic equipment should supply surge protectors for their equipment (there is no surge protection on electrical drops).
4. Memphis Cook Convention Center is not responsible for voltage or frequency variances.
5. Work done after 5:00 p.m. and anytime on Saturdays, Sundays or holidays will be charged at the double time rate. Labor charged in one hour increments.
6. Any changes in location after initial installation will reflect a new order charge.
7. Wall, column and permanent building utility outlets are not part of booth space and are not to be used by exhibitors.
8. All equipment, regardless of source of power, must comply with all Federal, state and local building and safety codes.
9. All service connections and overload protection to such equipment must be made by the MCCC House Electrician only.
10. All appropriate exhibitors' extension cords must be of the three-wire grounded type; residential type extension cords and power strip cords are prohibited by local building and safety codes.
11. All exposed non-current carrying metal parts of fixed equipment that are liable to be energized must be grounded.

THE PARTIES AGREE THAT THE IMPLIED WARRANTIES OF MERCHANTABILITY AND THE FITNESS FOR A PARTICULAR PURPOSE AND ALL OTHER WARRANTIES, EXPRESSED OR IMPLIED, ARE EXCLUDED FROM THIS AGREEMENT. SMG AND THE MEMPHIS COOK CONVENTION CENTER DO NOT ASSUME ANY LIABILITY FOR DAMAGES OF ANY TYPE WHATSOEVER OR LOSS OF ANTICIPATORY PROFITS RESULTING FROM THE USE OF EQUIPMENT OR SERVICES OR DELIVERY OR INSTALLATION, OR DAMAGE OF ANY SORT WHATSOEVER TO USER'S GOODS OR EQUIPMENT ARISING FROM ANY CAUSE WHATSOEVER.



An SMG Managed Facility