

# 2011 ELECTRICAL SERVICE ORDER FORM

EFFECTIVE JANUARY 1, 2011 – DECEMBER 31, 2011

501 South College Street, Charlotte, NC 28202 • (704) 339-6100 • 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      | _____  |
| <b>120 VOLT LIGHTING AND UTILITY (DUPLEX) OUTLETS</b>   |                                  |                         |            |        |
| _____   | 5 AMP (600 WATT)                 | 65.00                   | 85.00      | _____  |
| _____   | 10 AMP (1200 WATT)               | 80.00                   | 110.00     | _____  |
| _____   | 20 AMP (2400 WATT)               | 100.00                  | 140.00     | _____  |
| <b>MOTOR AND EQUIPMENT SCHEDULE</b>   |                                  |                         |            |        |
| <b>208 VOLT SINGLE PHASE*</b>   |                                  |                         |            |        |
| _____   | 0 to 20 AMPS                     | 155.00                  | 230.00     | _____  |
| _____   | 21 to 30 AMPS                    | 190.00                  | 285.00     | _____  |
| _____   | 31 to 50 AMPS                    | 260.00                  | 380.00     | _____  |
| _____   | 51 to 70 AMPS                    | 345.00                  | 495.00     | _____  |
| _____   | 71 to 100 AMPS                   | 420.00                  | 600.00     | _____  |
| <b>208 VOLT THREE PHASE*</b>  |                                  |                         |            |        |
| _____   | 0 to 20 AMPS                     | 220.00                  | 305.00     | _____  |
| _____   | 21 to 30 AMPS                    | 290.00                  | 410.00     | _____  |
| _____   | 31 to 50 AMPS                    | 410.00                  | 610.00     | _____  |
| _____   | 51 to 70 AMPS                    | 520.00                  | 780.00     | _____  |
| _____   | 71 to 100 AMPS                   | 670.00                  | 970.00     | _____  |
| <b>480 VOLT THREE PHASE*</b>  |                                  |                         |            |        |
| _____   | 0 to 20 AMPS                     | 390.00                  | 575.00     | _____  |
| _____   | 21 to 30 AMPS                    | 520.00                  | 780.00     | _____  |
| _____   | 31 to 50 AMPS                    | 810.00                  | 1185.00    | _____  |
| _____   | 51 to 70 AMPS                    | 1100.00                 | 1640.00    | _____  |
| _____   | 71 to 100 AMPS                   | 1400.00                 | 2050.00    | _____  |
| <b>SERVICE DROPS</b>  |                                  |                         |            |        |
| _____   | 208 VOLT, 200 AMPS, SINGLE-PHASE | 630.00                  | 950.00     | _____  |
| _____   | 208 VOLT, 200 AMPS, THREE-PHASE  | 960.00                  | 1440.00    | _____  |
| _____   | 208 VOLT, 400 AMPS, SINGLE-PHASE | 1310.00                 | 1960.00    | _____  |
| _____   | 208 VOLT, 400 AMPS, THREE-PHASE  | 1740.00                 | 2610.00    | _____  |
| * FOR DIRECT TIE IN ONLY, NO RECEPTACLES PROVIDED.  |                                  | <b>SUB-TOTAL</b>        |            | _____  |
| * UTILITY CHARGES ARE BASED ON ESTIMATED NEEDS AT THE TIME OF ORDER. OVER/UNDER PAYMENTS OF LESS THAN \$5.00 WILL BE WRITTEN OFF AT THE CONCLUSION OF THE EVENT |                                  | <b>RENTALS</b>          |            | _____  |
|   |                                  | <b>TOTAL OF CHARGES</b> |            | _____  |

**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  
5795 W. Badura Ave Suite #110  
Las Vegas, NV 89118

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, SHOW'S GENERAL CONTRACTOR OR EXHIBITORS.