

SHARONVILLE CONVENTION CENTER

11355 Chester Road
Sharonville, OH 45246-4002

Phone (513) 771-7744
Fax (513) 772-5745

(RETURN FORM TO ABOVE ADDRESS)

2011 SERVICE ORDER FORM

PLEASE PRINT

FULL NAME OF EVENT _____ EVENT DATE(S) _____ BOOTH # _____
 FIRM NAME _____ TELEPHONE # () _____ FAX # () _____
 ADDRESS _____ CITY _____ STATE _____ ZIP _____
 EMAIL ADDRESS _____
 AUTHORIZED BY (PRINT) _____ SIGNATURE _____ DATE _____

**ORDER FORM AND ADVANCED PAYMENT MUST BE RECEIVED PRIOR TO SHOW MOVE-IN TO QUALIFY FOR ADVANCED ORDER RATES.
 PAYMENT ACCEPTED IN THE FORM OF CHECK, MONEY ORDER OR CREDIT CARD.**

PLEASE CHECK ONE

<input type="checkbox"/> CHECK/MONEY ORDER ENCLOSED	ELECTRIC	\$ _____
OR	TELEPHONE	\$ _____
<input type="checkbox"/> CHARGE TOTAL AMOUNT TO CREDIT CARD	COMPRESSED AIR	\$ _____
	WATER/DRAINAGE	\$ _____
	LABOR	\$ _____
	TOTAL	\$ _____

FOR FLOOR ORDERS – PAYMENT IN FULL MUST BE RENDERED PRIOR TO CLOSE OF EVENT.

PLEASE CHARGE

<input type="checkbox"/> MASTER CARD	ACCOUNT NO.	_____	_____	_____	_____	_____	_____	_____	_____
<input type="checkbox"/> VISA	EXPIRATION DATE	_____ - _____	SECURITY CODE	_____	_____	_____	_____	_____	_____
<input type="checkbox"/> AMERICAN EXPRESS	CARDHOLDER'S NAME (PLEASE PRINT)	_____							
	CARDHOLDER'S SIGNATURE	_____							

LIGHTING & POWER CONNECTIONS

Rates quoted for electrical connections cover only the bringing of service to the booth in the most convenient manner and do not include any special wiring. All wiring and electrical work on exhibitor's display will be charged on a time and material basis. All equipment must be properly tagged and wired with complete information as to type of current, voltage, phase cycle, horsepower, etc. It is the exhibitor's responsibility to avoid overloading circuits. All connections will conform to the National Electrical Code, City Code and Building Regulations. Electrical power for lights and displays will be turned on one hour prior to show opening and turned off at show closing. If power is required before or after these times, special arrangements must be made with the SCC Maintenance Engineer.

ELECTRICAL CONNECTIONS (Lights, VCR, etc.) 120 VOLT, SINGLE PHASE, 60 Hz AC

QUANTITY	REQUIREMENTS	LIST EQUIPMENT – Lights, CPU, VCR's, etc. – 120v.	ADVANCE ORDER	FLOOR ORDER	OVERNIGHT ADD 50%	TOTAL
	Outlets to 1000 watts (10 amp) (1 plug-in)		\$ 55	\$ 65		
	Outlets to 2000 watts (20 amp) (2 plug-ins)		\$ 75	\$ 85		

MOTOR & SPECIAL ELECTRICAL SERVICE CONNECTIONS: INDICATE VOLTAGE REQUIRED FOR ALL ELECTRICAL SERVICE

QUANTITY	REQUIREMENTS			NAMEPLATE INFORMATION				ADVANCE ORDER	FLOOR ORDER	OVERNIGHT ADD 50%	TOTAL
	VOLTAGE	AMPS	WATTS PER LEG	VOLTAGE	AMPS	PHASE	NEUTRAL				
	208v 1Ø	30 amp	3500					\$ 85	\$ 95		
		100 amp	11000					\$ 190	\$ 210		
	208v 3Ø	30 amp	3500					\$ 95	\$ 115		
		60 amp	7000					\$ 225	\$ 245		
		100 amp	11000					\$ 285	\$ 305		
	460v 3Ø	30 amp	13000					\$ 285	\$ 305		
	Extension Cord (Rental Only)								\$ 15		
	Power Strip (Rental Only)								\$ 20		

(LABOR CHARGE FOR 208 & 460 VOLT CONNECTIONS TO EQUIPMENT INCLUDING LIGHTING WILL BE DETERMINED AFTER COMPLETION OF WORK.)

LABOR RATES: Labor will be charged in 1-hour increments. (Minimum charge – 1 hour)

Labor charges will be calculated and a bill presented to you. Payment arrangements must be made prior to close of show.

DESCRIPTION	LABORER	ELECTRICIAN MAINT ENGINEER
HRS. MONDAY – FRIDAY, 8:00 A.M. – 5:00 P.M.....	\$30 per hour	\$50 per hour
HRS. MONDAY – FRIDAY, AFTER 5:00 P.M., SATURDAY, SUNDAY AND HOLIDAYS.....	\$45 per hour	\$75 per hour

(SEE REVERSE SIDE FOR DEDICATED TELEPHONE LINES, COMPRESSED AIR, WATER & DRAINAGE)

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2011 SERVICE ORDER FORM (PAGE 2)

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FIRM NAME _____ TELEPHONE # () _____ FAX # () _____

HIGH SPEED WIRELESS INTERNET ACCESS

NO CHARGE

DEDICATED TELEPHONE LINE INSTALLATION

\$95.00 Charge for Outside Line

(Note: Long Distance Charges (if any) will be billed after your event.)

Number of Lines Requested: _____ Booth or Room #: _____

To Be Used As: Modem _____ Direct Call Line _____

AMOUNT
\$

****Request must be received at least one week prior to event****

COMPRESSED AIR: (PORTABLE COMPRESSOR AVAILABLE ON WEST WALL ONLY) 90-100 lbs. PSI (prices based on 1/4" line)

QUANTITY	DESCRIPTION	ADVANCED RATE	FLOOR RATE	AMOUNT
_____	Service Charge for 1 st connection.....	\$95	\$115	\$
_____	Each additional connection.....	\$85	\$105	\$
_____	24 HOUR SERVICE REQUIRED? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, add 50% to service connection charge.....			\$

NOTE: If pressure is critical, exhibitor should contact the Sharonville Convention Center Maintenance Engineer

****Request must be received at least one week prior to event****

WATER AND DRAINAGE: (AVAILABLE ON WEST AND NORTH WALL ONLY)

QUANTITY	DESCRIPTION	ADVANCED RATE	FLOOR RATE	AMOUNT
_____	Water: (Cold) Minimum pressure, 45 PSI; maximum pressure, 60 PSI (Prices based on 1/4" to 1/2" line) Service Charge for 1 st connection (DRAIN NOT INCLUDED)	\$85	\$110	\$
_____	Each additional connection	\$65	\$90	\$

Size of water line required:

NOTE: Pressure may vary. No guarantee can be made of minimum and maximum pressures.

If pressure is critical, exhibitor should contact Sharonville Convention Center Maintenance Engineer.

Drainage: (3/4" Drain Line available)

_____	Service Charge for 1 st connection	\$65	\$80	\$
_____	Each additional connection	\$50	\$65	\$

One-Time Water Fill, Including Drain

_____	Service Charge for one-time fill and drain (up to 500 gallons maximum)	\$75	\$100	\$
_____	Each additional 500 gallons	\$25	\$35	\$

(SEE REVERSE SIDE FOR LIGHTING & POWER CONNECTIONS AND LABOR RATES)