

ATTN: Building Services Department

5001 Coliseum Drive North Charleston, SC 29418

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(Please Type or Print Information)

Event: Date/Time of Install: Firm Name: Booth Number: Address: Zip Code: Contact Person: Telephone: Fax:

ADVANCE RATES APPLY ONLY TO ORDERS PAID IN FULL AND RECEIVED 14 DAYS PRIOR TO THE FIRST SCHEDULED MOVE-IN DAY. STANDARD RATES APPLY TO ALL OTHER ORDERS, NO EXCEPTIONS.

LOW POWER:

Table with columns: QUANTITY, ADVANCE RATE, STANDARD RATE, TOTAL. Row: (1) 120 Volt up to 2400 Watts/20 Amps outlet

HIGH POWER: (For direct connection to disconnect box only)

Table with columns: Description, ADVANCE RATE, STANDARD RATE, TOTAL. Rows: 208 Volt, 20/30 Amp, Single Phase; 208 Volt, 60 Amp, Single Phase; 208 Volt, 60 Amp, Three Phase; 208 Volt, 100 Amp, Single Phase; 208 Volt, 100 Amp, Three Phase; 480 Volt, 60 Amp, Three Phase; Ballroom Band Connection; Ballroom Production Power, 400 Amp

EQUIPMENT SALES:

Table with columns: Description, ADVANCE RATE, STANDARD RATE, TOTAL. Rows: 25' Extension Cord (Does not include connection); 6 Outlet Power Strip

ELECTRICIAN LABOR:

(Special placement, repairs and other special services will require pre-paid labor. Labor must be purchased in 1-hour increments)

Table with columns: Description, ADVANCE RATE, STANDARD RATE, TOTAL. Rows: Monday - Friday 8 am - 5 pm (except holidays); Monday - Friday 5 pm - 8 am and Saturday (except holidays); Sunday and Holidays

Order Form Checklist

Did you remember to?

- Read all Regulations on the reverse side of this form? Complete all event, booth and company information clearly and completely? Enclose payment in full? Return form and payment to the CACC a minimum of (14) fourteen days prior to exhibitor arrival to receive advanced rate?

PAYMENT METHOD

FULL PAYMENT MUST ACCOMPANY ORDER

Check/Cash (U.S. Currency Only), Made payable to: Charleston Area Convention Center

Visa MasterCard Discover American Express

Credit Card Number: Expiration Date:

Signature:

GENERAL REGULATIONS

Electrical

1. **THERE WILL BE NO RESALE OR SHARING OF ANY ELECTRICAL SERVICES PURCHASED.**
2. All order form information must be completed in full for the order to be processed. Incomplete order forms could result in processing and service installation delays.
3. **ADVANCE ORDERS:** To receive advance rates, orders and payment must be received a minimum of 14 days prior to the first scheduled move-in day.
4. **CREDIT WILL NOT BE GIVEN FOR SERVICE INSTALLED AND NOT USED.** Notice of cancellations must be received prior to scheduled move-in day in order to receive credit.
5. Rates quoted for all connections cover only the installation of the service to the booth in the most convenient manner as determined by the Charleston Area Convention Center (CACC) and DO NOT include connecting equipment to provided services. Special placement or relocation of service will result in a pre-paid labor charge.
6. All materials and equipment furnished by or rented from the CACC shall remain within the Facilities and shall not be removed.
7. Under NO circumstances shall anyone other than the CACC Technical Personnel open any floor box or make any modifications or alterations to any equipment or materials furnished by the CACC.
8. **OBSTRUCTIONS BLOCKING UTILITY FLOOR BOXES ARE SUBJECT TO RELOCATION AS NECESSARY.** Unless otherwise directed, CACC personnel are authorized to cut floor coverings to permit installation of service.
9. Claims will not be considered unless filed in writing prior to close of the show.
10. Prices are subject to change without notice.

SERVICE INSTALLATION AND EQUIPMENT

1. CACC reserves the right to refuse connection to any exhibitor whose equipment is deemed unsafe by the CACC Electrical Supervisor.
2. All equipment, regardless of source of power, must comply with the National Electrical Code, all Federal, State and Local Safety Codes.
3. Use of open clip sockets, latex or lamp cord wire, unapproved duplex or triplex attachment plugs in exhibits is prohibited.
4. Wall, column and permanent building utility outlets are not a part of booth space and are not to be used by exhibitors unless specified otherwise.
5. Under NO circumstances shall anyone other than the "House Electrician" make electrical connections to house equipment.
6. Special equipment requiring company engineers or technicians for assembly, servicing, preparatory work and operation may be executed without the "House Electrician", however, all service connections and overload protection to such equipment must be made by the "House Electrician" only.
7. 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.
8. All exhibitors' 120v cords must be of the 3 wire, grounded type. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.
9. All electrical services are to be billed to the next greatest wattage for the load connection; i.e. 15amp 208v single phase = 20amp 208v single phase.
10. Power needed to assemble and disassemble your exhibit must be purchased.