

**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.**

<b>COMPRESSED AIR:</b> 20 CFM, 115-120 LBS. (Exhibitor must provide regulator, filter/dryer, and connector to 1/2" male NPT)	ADVANCE RATE	STANDARD RATE	TOTAL
QUANTITY			
_____ First Connection.....	\$125.00	\$200.00	_____
_____ Each Additional Connection.....	75.00	125.00	_____

<b>WATER:</b> MINIMUM PRESSURE 45 PSI (Exhibitor must provide connection to 3/4" hose bib connection in back of booth)	ADVANCE RATE	STANDARD RATE	TOTAL
_____ First Connection.....	\$100.00	\$150.00	_____
_____ Each Additional Connection.....	50.00	75.00	_____

<b>WATER FILL AND DRAIN:</b>	ADVANCE RATE	STANDARD RATE	TOTAL
_____ First 500 Gallons.....	\$100.00	\$150.00	_____
_____ Each Additional 500 Gallons.....	80.00	120.00	_____
_____ 100 Gallons.....	20.00	30.00	_____

<b>PLUMBING TECHNICIAN LABOR:</b> (Special placement, repairs and other special services will require pre-paid labor. Labor must be purchased in 1-hour increments.)	ADVANCE RATE	STANDARD RATE	TOTAL
_____ Monday – Friday 8 am – 5 pm (except holidays).....	\$45.00/hour		_____
_____ Monday – Friday 5 pm – 8 am and Saturday (except holidays).....	65.00/hour		_____
_____ Sunday and Holidays.....	85.00/hour		_____

**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: \_\_\_\_\_

1. **THERE WILL BE NO RESALE OR SHARING OF PLUMBING (INCLUDING WATER) OR COMPRESSED AIR 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 provide 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 Plumbing Supervisor.
2. Compressed air will be turned on 1 hour prior to show opening and turned off at show closing time daily.
3. If air and water pressures are critical, it is recommended that the exhibitor supply a pressure regulator. The CACC cannot guarantee minimum and maximum pressure.
4. All equipment must comply with the Southern Building Code, all Federal, State and Local Safety Codes.