



P.O. Box 10604 • 505 W. Pensacola St.  
 Tallahassee, FL 32302  
 (850) 487-1691 • FAX (850) 222-6947  
 Attn: Shirley Quinn

**Deadline For Advance Price:**

June 20, 2008

Full payment must be received by this date.

# ELECTRICAL SERVICE ORDER FORM

All connection charges shown below cover your pro-rata share of the cost of bringing power lines to your booth, temporary lines, transformer rentals and the cost of special switchboards. They also include maintenance during the show, removal after the show and current consumption during the show hours. These charges do not cover wiring within the booth. A separate outlet must be ordered for each piece of equipment to be connected. The use of duplex and triplex attachment plugs is prohibited. All materials and current, voltage, phase, cycle, horsepower, etc. Overloading and over current are the exhibitor's responsibility. Prices for services not listed will be quoted upon request.

SEE BACK OR FORM FOR ADDITIONAL CONDITIONS AND REGULATIONS.

All connections will be made by the Official Electrical Contractor or House Electrician.

**ELECTRICAL SERVICE CONNECTIONS** (indicate voltage required for all electrical service)

Quantity	Description	Voltage	Phase	Neutral Required	Advance Price	Floor Price	Amount
	0-1000 watts				\$ 40.00	\$ 80.00	
	1001-2000 watts				\$ 80.00	\$120.00	
	2001-3000 watts				\$120.00	\$160.00	
	Each Additional 1000 watts				\$ 40.00	\$ 60.00	

24 hour service required: Yes ( ) No ( ). Add 50% to service connection charge.

Note: Overhead service not available

**EXTENSION CORDS**

Quantity	Description - Please Indicate Where Necessary	Advance Price	Floor Price	Amount
	Extension cord - single outlet		\$ 20.00	
	Extension cord - duplex outlet		\$ 25.00	
	Extension cord - quad outlet		\$ 30.00	

**LABOR FOR ELECTRICAL WORK ON EQUIPMENT INCLUDING REPAIRS, TRACING MALFUNCTIONS**

(Labor time will be charged in one-half hour increments. (Minimum charge 1/2 hour))

Quantity	Description	Rate	Amount
	Monday through Friday 8:00 AM - 4:00 PM (except Holidays)	\$30.00 per hour	
	Monday through Friday 4:00 PM - 8:00 AM and Saturdays (not Holidays)	\$40.00 per hour	
	Sunday and Holidays	\$50.00 per hour	

**Subtotal**  
**7.5% Sales Tax**  
**Total Charges \$**

Materials and special connections: \_\_\_\_\_

Above prices include delivery of merchandise to designated spaces prior to show opening and removal at close of exhibit. All material to remain property of provider. Prices quoted cover rental only. Payment Policy: Payment in full of rental charges, including applicable tax, must accompany your advance order to qualify for advance price. Payment may be made by check, credit card or money order. Orders without payment, orders received after announced deadline, and orders placed at the show will be charged floor price. Special requirements will be handled on a Time and Materials basis.

Name of Event/Show \_\_\_\_\_ Booth No. \_\_\_\_\_  
 Firm Name \_\_\_\_\_ Phone No. (\_\_\_\_) \_\_\_\_\_  
 Billing Address \_\_\_\_\_ City and State \_\_\_\_\_ Zip \_\_\_\_\_  
 Authorized By \_\_\_\_\_ Title \_\_\_\_\_  
 Signature \_\_\_\_\_ Date \_\_\_\_\_

**METHOD OF PAYMENT**

Check or money order enclosed, payable to Tallahassee-Leon County Civic Center  
 Visa  MasterCard  Discover  AMEX Credit Card # \_\_\_\_\_  
 Expiration Date: \_\_\_\_\_ (Month/Year) Order Amount \$ \_\_\_\_\_  
 Name as it appears on card:(please print) \_\_\_\_\_  
 Signature \_\_\_\_\_ Date \_\_\_\_\_

Signature denotes acceptance of payment terms.

(OVER FOR ADDITIONAL CONDITIONS & REGULATIONS)

# IMPORTANT CONDITIONS AND REGULATIONS

1. 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.
2. ALL EQUIPMENT REGARDLESS OF SOURCE OF POWER MUST COMPLY WITH ALL FEDERAL, STATE AND LOCAL SAFETY CODES.
3. SEPARATE OUTLET MUST BE ORDERED FOR EACH PIECE OF EQUIPMENT TO BE CONNECTED.
4. USE OF OPEN CLIP SOCKETS, LATEX OR LAMP CORD WIRE, DUPLEX OR TRIPLEX ATTACHMENT PLUGS IN EXHIBIT IS PROHIBITED.
5. CLAIMS WILL NOT BE CONSIDERED UNLESS FILED BY EXHIBITOR PRIOR TO CLOSE OF EVENT.
6. PRICES BASED UPON CURRENT WAGE RATES AND ARE SUBJECT TO CHANGE WITHOUT NOTICE.
7. UNDER NO CIRCUMSTANCES SHALL ANYONE OTHER THAN "HOUSE ELECTRICIAN" MAKE ELECTRICAL CONNECTIONS.
8. SPECIAL EQUIPMENT REQUIRING COMPANY ENGINEERS OR TECHNICIANS FOR ASSEMBLY, SERVICING, PREPARATORY WORK AND OPERATION MAY BE EXECUTED WITHOUT "HOUSE ELECTRICIAN." HOWEVER, ALL SERVICE CONNECTIONS AND OVERLOAD PROTECTION TO SUCH EQUIPMENT MUST BE MADE BY "HOUSE ELECTRICIAN" ONLY.
9. ALL EQUIPMENT MUST BE PROPERLY TAGGED AND WIRED WITH COMPLETE INFORMATION AS TO TYPE OF CURRENT, VOLTAGE, PHASE, CYCLE, HORSEPOWER, ETC.
10. ALL MATERIAL AND EQUIPMENT FURNISHED BY THE PROVIDER FOR THIS SERVICE ORDER SHALL REMAIN THE PROVIDER'S PROPERTY AND SHALL BE REMOVED ONLY BY THE PROVIDER AT THE CLOSE OF THE SHOW.
11. ELECTRICAL POWER FOR LIGHTS AND DISPLAYS WILL BE TURNED ON ONE HOUR PRIOR TO SHOW OPENING TIME AND OFF AT SHOW CLOSING TIME DAILY.
12. UNLESS OTHERWISE DIRECTED, PROVIDER'S ELECTRICIANS ARE AUTHORIZED TO CUT FLOOR COVERINGS TO PERMIT INSTALLATION OF SERVICE.
13. ALL EXHIBITOR'S CORDS MUST BE OF THE 3-WIRE GROUNDED TYPE. ALL EXPOSED NONCURRENT CARRYING METAL PARTS OF FIXED EQUIPMENT, WHICH ARE LIABLE TO BE ENERGIZED, SHALL BE GROUNDED.
14. RATES QUOTED FOR ALL CONNECTIONS COVER ONLY THE BRINGING OF ONE SERVICE TO THE BOOTH IN THE MOST CONVENIENT MANNER AND DO NOT INCLUDE CONNECTING EQUIPMENT OR SPECIAL WIRING.
15. ADVANCE ORDERS MUST BE RECEIVED BY ANNOUNCED DEADLINE AND MUST BE ACCOMPANIED BY PAYMENT OF ONE HUNDRED PERCENT (100%) OF RENTAL CHARGES.
16. CREDIT WILL NOT BE GIVEN FOR OUTLETS INSTALLED AND NOT USED.
17. PAYMENT IN FULL MUST BE RENDERED PRIOR TO SERVICE BEING PROVIDED: NO EXCEPTIONS.
18. ALL PRICES SUBJECT TO 7.5% FLORIDA STATE TAX.