

ELECTRICAL SERVICE CONDITIONS AND REGULATIONS

120 VOLT, A.C., SINGLE PHASE, 60 CYCLE
208 VOLT, A.C., SINGLE PHASE, 60 CYCLE
208 VOLT, A.C., THREE PHASE, 60 CYCLE
480 VOLT, A.C., SINGLE AND THREE PHASE

1. All equipment regardless of source of power must comply with the National Electrical Code, all Federal, State, and Local Safety Codes.
2. Use of open clip sockets, latex or lamp cord wire, unapproved duplex or triplex attachment plugs in exhibits is prohibited.
3. Permanent building electrical outlets are not a part of booth space and are not to be used by exhibitors unless specified otherwise.
4. Under NO circumstances shall anyone other than "house electrician" make electrical connections to house equipment.
5. Special equipment requiring company engineers or technicians for assembly, servicing, preparatory work, and operation may be executed without a house electrician; however, all service connections and overload protection to such equipment must be made by a house electrician only.
6. 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.
7. All material and equipment furnished by the Center for this service order shall remain the property of the Center and shall be removed ONLY by the Center at the close of the show.
8. Unless otherwise directed, Center electricians are authorized to cut floor coverings to permit installation of service.
9. All exhibitors 120 VOLT 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.
10. The Center reserves the right to refuse connection to any exhibitor whose equipment is deemed unsafe by Center's electrical supervisors.
11. Incentive orders will receive priority service.
12. Prices are based upon current wage rates and are subject to change without notice.
13. All payments **MUST** be paid in full before services are provided. **Onsite orders are subject to a 50% increase over the base rate.**
14. The exhibitor releases, waives and holds harmless the Center its officers, employees and agents for any liability, claims, and damages arising out of any of the services or equipment provided herein. The exhibitor shall indemnify the Center for any bodily injury or property damage resulting from any negligent act or omission of the exhibitor, its officer, employees or agents.
15. Claims will NOT be considered unless filed by Exhibitor before the close of show at the Service Desk.
16. Obstructions blocking utility floor boxes are subject to relocation as necessary.
17. The Center will charge time and materials for exhibitor or appointed contractor installed cords, which require troubleshooting and/or redistribution.
18. All electrical services are to be billed to the next greatest wattage; i.e. 15amp 208v single phase = 20amp 208v single phase.

Services requested on this form are for the single event listed.

Cancellation & Modification Policy:

Notification of cancellation must be received in writing a minimum of fourteen (14) calendar days prior to the scheduled first move in date to receive a full refund less a \$35.00 administrative fee.

Changes, additions or modifications to incentive rate orders received after the 21-day incentive rate deadline are subject to base rate.

The Center will not refund overpayments, except sales tax, in an amount less than \$15.00, unless specifically requested in writing.

Credit will not be given for services provided and not used.