



ph: 513-326-6466 | fax: 513-772-5745 | sccinfo@cityofsharonville.com  
 11355 Chester Road | Sharonville, OH 45246-4002  
 www.sharonvilleconventioncenter.com

# Service Order Form

Print

Please fill in and return form via fax, email or mail

## Event Information

Full Name of Event \_\_\_\_\_ Event Date(s) \_\_\_\_\_ Booth # \_\_\_\_\_  
 Firm Name \_\_\_\_\_ Phone # \_\_\_\_\_ Fax# \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Email Address \_\_\_\_\_  
 Authorized By (Print) \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

## Electric 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.

**\*All requests received less than 7 days prior to show move in will be charged at floor order rates\***

### Electrical Connections (Lights, VCR, Etc.) 120 Volt, Single Phase, 60 Hz Ac (Labor Included)

| Quantity | Requirements                                | List Equipment – Lights, CPU, VCR's, Etc. – 120v. | Advance Order | Floor Order | Total |
|----------|---|---|---------------|-------------|-------|
|          | Outlets to 1000 watts (10 amp) (1 plug-in)  |   | \$79          | \$150       |       |
|          | Outlets to 2000 watts (20 amp) (2 plug-ins) |   | \$99          | \$200       |       |

### 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 1ph                     | 30   | 3500          |                       |      |       |         | \$125         | \$250       |                   |       |
|          |                              | 100  | 11000         |                       |      |       |         | \$190         | \$380       |                   |       |
|          | 208v 3ph                     | 30   | 3500          |                       |      |       |         | \$150         | \$300       |                   |       |
|          |                              | 60   | 7000          |                       |      |       |         | \$225         | \$450       |                   |       |
|          |                              | 100  | 11000         |                       |      |       |         | \$285         | \$570       |                   |       |
|          | 460v 3ph                     | 30   | 13000         |                       |      |       |         | \$285         | \$570       |                   |       |
|          | Extension Cord (Rental Only) |      |               |                       |      |       |         | \$25          | \$50        |                   |       |
|          | Power Strip (Rental Only)    |      |               |                       |      |       |         | \$25          | \$50        |                   |       |

(All prices include labor rates. Standard labor will be charged for cord cap changes.)

**Electric Connections Total \$ \_\_\_\_\_**

## Labor Rates Labor will be charged in 1-hour increments. (Minimum charge– 1 hour)

| Description     | Laborer       | Electrician Maint Engineer |
|-----------------|---------------|----------------------------|
| Regular Hours   | \$25 per hour | \$50 per hour              |
| Holidays        | \$50 per hour | \$75 per hour              |
| Booth Vacuuming | \$25 per day  |                            |
| Banner Hanging  | \$35 per hour |                            |

(Advanced payment required for all services.)

**Labor Total \$ \_\_\_\_\_**

## Telephone Service

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

**Hard Wired Internet Connection:** \$125 per line

**Dedicated Telephone Line Installation:** \$125 Charge for Outside Line

**Private Hard Wired SSID/Network:** \$250 \*Requires advance notice of 5 business days

**Number of Lines Requested** \_\_\_\_\_ **To Be Used As:**  Modem  Direct Call Line

**Booth or Room Number** \_\_\_\_\_ **Phone Connections Total \$** \_\_\_\_\_

## Compressed Air (Portable Compressor Available On West Wall Only) 90-100 lbs. PSI (Prices Based On 1/4" Line)

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

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

| Quantity | Description                       | Advance Order | Floor Order | Total |
|----------|-----------------------------------|---------------|-------------|-------|
|          | Service Charge for 1st connection | \$100         | \$200       |       |
|          | Each additional connection        | \$100         | \$200       |       |

24 Hour Service Required?  No  Yes (If yes, add 50% to Compressed Air Total)

**Compressed Air Connections Total \$** \_\_\_\_\_

## Water and Drainage (Available on West and North Wall Only)

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.

### Water (Cold) Minimum pressure, 45 PSI; maximum pressure, 60 PSI (Prices based on 1/4" to 1/2" line)

| Quantity | Description  | Advance Order | Floor Order | Total |
|----------|--|---------------|-------------|-------|
|          | Service Charge for 1st connection (Drain Not Included) | \$105         | \$210       |       |
|          | Each additional connection                             | \$105         | \$210       |       |

**Size of Water Line Required:** \_\_\_\_\_

### Drainage 3/4" Drain Line Available

| Quantity | Description                       | Advance Order | Floor Order | Total |
|----------|-----------------------------------|---------------|-------------|-------|
|          | Service Charge for 1st connection | \$85          | \$170       |       |
|          | Each additional connection        | \$85          | \$170       |       |

### One-Time Water Fill, Including Drain

| Quantity | Description  | Advance Order | Floor Order | Total |
|----------|--|---------------|-------------|-------|
|          | Service Charge for one-time fill and drain (up to 500 gallons maximum) | \$100         | \$200       |       |
|          | Each additional 500 gallons  | \$100         | \$200       |       |

**Water and Drainage Connections Total \$** \_\_\_\_\_

## Payment Information

Order form and advanced payment must be received 7 days prior to show move-in to qualify for advanced order rates. For floor orders – payment in full must be made prior to services being rendered. Payment accepted in the form of check, money order or credit card.

### SERVICE ORDER CHARGES DETAIL:

Electric \$ \_\_\_\_\_

Labor \$ \_\_\_\_\_

Telephone \$ \_\_\_\_\_

Compressed Air \$ \_\_\_\_\_

Water/Drainage \$ \_\_\_\_\_

**Total \$** \_\_\_\_\_

Please Check One:  Check/Money Order Enclosed  
 Charge Total Amount to Credit Card

**Credit Card Information:**  Master Card  Visa  
 American Express  Discover

Card Number \_\_\_\_\_

Exp. Date \_\_\_\_\_ Security Code \_\_\_\_\_

Cardholder's Name \_\_\_\_\_

Cardholder's Signature \_\_\_\_\_