



Please send completed order with payment to:  
 Columbia Metropolitan Convention Center  
 Attn: Events Department- Service Order Form  
 Mail: 1101 Lincoln Street, Columbia SC 29201  
 Fax: 803-545-0127  
 Email: events@experiencecolumbiasc.com

## ELECTRICAL AND WATER ORDER FORM

Show Name:			Show Dates:		
Exhibiting Firm Name:				Booth #:	
Address:			City:	State:	Zip:
Telephone:	Email:	On Site Contact:			
<b>Payment Method</b> Name on Card: _____ Credit Card #: _____ <input type="checkbox"/> Master Card <input type="checkbox"/> Visa <input type="checkbox"/> Amex <input type="checkbox"/> Check/Money Order <input type="checkbox"/> Other Signature: _____ Expiration: _____ Security code _____ <i>*This signature authorizes the card on file to be charged for any unpaid balance.</i>					

**PREFUNCTION AREAS: Limited options available, please contact with questions.**  
**OUTDOORS: Contact for quote.**

# of Outlets (1 plug-in per outlet ordered)	Description	Incentive (Received 14 business days or more prior to event move-in)	Base (Received within 14 business days of event move-in)	On Site (Received while onsite – set-up days and/or event days)	Subtotal
#	120V: 5 amps (up to 500 watts)	\$40.00	\$70.00	\$100.00	\$
#	120V: 10 amps (up to 1,000 watts)	\$45.00	\$90.00	\$135.00	\$
#	120V: 20 amps (up to 2,000 watts)	\$55.00	\$100.00	\$145.00	\$
#	208V: 20 amps 1 phase	\$75.00	\$135.00	\$195.00	\$
#	208V: 30 amps 1 phase	\$100.00	\$175.00	\$250.00	\$
#	208V: 50 amps 1 phase	\$170.00	\$300.00	\$430.00	\$
#	208V: 100 amps 1 phase	\$400.00	\$590.00	\$780.00	\$
#	208V: 200 amps 1 phase	\$700.00	\$1,250.00	\$1,800.00	\$
#	208V: 400 amps 1 phase	\$1,200.00	\$2,100.00	\$3,000.00	\$
#	208V: 20 amps 3 phase	\$120.00	\$215.00	\$310.00	\$
#	208V: 30 amps 3 phase	\$160.00	\$285.00	\$410.00	\$
#	208V: 50 amps 3 phase	\$270.00	\$480.00	\$690.00	\$
#	208V: 100 amps 3 phase	\$640.00	\$1150.00	\$1,660.00	\$
#	208V: 200 amps 3 phase	\$1,100.00	\$2000.00	\$2,900.00	\$
#	208V: 400 amps 3 phase	\$1,900.00	\$3,100.00	\$4,300.00	\$
#	Power Strip(s)	\$10.00	\$10.00	\$15.00	\$
#	Extension Cord(s)	\$25.00	\$25.00	\$30.00	\$
#	Water-hookup for each piece of equipment (Up To 25 Gal.)	\$30.00	\$60.00	\$90.00	\$
#	Distribution Box	\$500.00	\$580.00	\$660.00	\$
<b>TOTAL</b>					\$

**Orders will not be accepted without payment in full.**  
**Orders cancelled within (14) business days prior to event will not be refunded.**  
**Receipts can be provided upon request. Please request at time of order.**



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## INTERNET AND DATA ORDER FORM

Show Name:		Show Dates:	
Exhibiting Firm Name:			Booth #:
Address:		City:	State: Zip:
Telephone:	Email:	On Site Contact:	
<b>Payment Method</b> <input type="checkbox"/> Master Card <input type="checkbox"/> Visa <input type="checkbox"/> Amex <input type="checkbox"/> Check/Money Order <input type="checkbox"/> Other			
Name on Card: _____		Credit Card #: _____	
Signature: _____		Expiration: _____ Security code _____	
*This signature authorizes the card on file to be charged for any unpaid balance.			

*Quotes will be given per location if request is needed outdoors.  
 Internet connection requires computers to have a working network card.  
 No DHCP/Prox/Wireless Servers allowed.*

### INTERNET

High Speed Wired Internet Connection - (Up to 2Mb per user)			
Quantity	Advance Order (Received 14 business days or more prior to event move-in)	Floor Order (Received while onsite – setup days and/or event days)	Total
Qty: _____	\$250	\$300	\$
High Speed Wireless Internet (Includes Username & Password for up to (25) users receiving up to 5Mb shared between users with access) Connection 802.11b Compliant			
Qty: _____	\$250	\$300	\$
Increased Mb (CMCC offers up to 2Mb shared for the entire building. Additional bandwidth can be ordered in whole #'s only for your event.)			
Qty: _____	\$150	\$200	\$

### SHARED INTERNET OVER ETHERNET

Shared Internet over Ethernet—Advance order required. Order must be received by CMCC 14 business days in advance of event.		
	Cost	Quantity
Single Public IP Address (Includes up to 10Mb)	\$1000.00	Qty: _____
Additional Public IP address/device	\$250.00	Qty: _____
Single Private IP Address (NAT)	\$250.00	Qty: _____
Additional Private IP address/device	\$200.00	Qty: _____
Switch (Includes a hub that can accommodate up to 46 connections and up to 2Mb per user. Username & Password is provided.)	\$500 + \$250/Connection	Qty: _____
Expedited charge per option (orders within 14 days of event)	\$250.00	Qty: _____

Columbia Metropolitan Convention Center is not responsible for secondary data loss or damage to equipment. CMCC is responsible for Internet and other point of demarcation in exhibitor booth. Services are limited to cable installation and IP address assignment. It is the responsibility of the exhibitor to supply connectors, connect cable to exhibitor equipment, configure exhibitor equipment and properly operate equipment. CMCC will troubleshoot CMCC installed components only.

CMCC is not responsible for lost connections or traffic interruptions. We will work with third parties to resolve circuit issues on a best effort basis. No refunds or discounts will be given for service interruptions or other network service related downtime.

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### TELEPHONE AND CABLE ORDER FORM

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Exhibiting Firm Name:			Booth #:
Address:		City:	State: Zip:
Telephone:	Email:	On Site Contact:	
<b>Payment Method</b> Name on Card: _____ Credit Card #: _____ <input type="checkbox"/> Master Card <input type="checkbox"/> Visa <input type="checkbox"/> Amex <input type="checkbox"/> Check/Money Order <input type="checkbox"/> Other Signature: _____ Expiration: _____ Security code _____ <i>*This signature authorizes the card on file to be charged for any unpaid balance.</i>			

**QUOTES WILL BE GIVEN PER LOCATION IF REQUEST IS NEEDED OUTDOORS.**

#### TELEPHONE

**Telephone lines (Telephone Numbers)** - Price includes one phone for each line. Phones are restricted to 1-800 calling and local calls. This phone does not include speakerphone option. *Additional \$50 Charge for Long-Distance Dialing.*

Quantity	Advance Order (Received 14 business days or more prior to event move-in)	Floor Order (Received while onsite – setup days and/or event days)	Total
Qty:	\$160.00	\$200.00	\$
<b>Extra Telephone Sets – (Does NOT include phone line) You must have ordered telephone line above to order extra phone.</b>			
Qty:	\$25.00	\$40.00	\$

#### CABLE

**Cable Television Connection**  
 Does not include TV. Advance order required. Connection is limited based on Location

Quantity	Advance Order (Received 14 business days or more prior to event move-in)	Floor Order (Received while onsite – setup days and/or event days)	Total
Qty:	\$175	\$225	\$

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