



# ELECTRICAL SERVICES ORDER FORM

100 Civic Center - Tulsa, OK 74103  
 Fax forms to: 918-894-4774

**IN ORDER TO RECEIVE ADVANCE RATES, ORDERS MUST BE RECEIVED WITH FULL PAYMENT A MINIMUM OF 10 DAYS PRIOR TO THE FIRST MOVE-IN DATE. ORDERS RECEIVED AFTER THAT DATE OR WITHOUT PAYMENT ARE REQUIRED TO PAY REGULAR RATES.**

NAME OF EVENT \_\_\_\_\_ DATE OF EVENT \_\_\_\_\_  
 COMPANY NAME \_\_\_\_\_ BOOTH NUMBER(S) \_\_\_\_\_  
 CONTACT NAME \_\_\_\_\_ ADDRESS \_\_\_\_\_  
 TELEPHONE # \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

**Terms and Conditions:**

Advance orders shall receive priority service.  
 A standard electrical outlet consists of one single female plug. Service does not include adapters or special wiring.  
 Wall, column, and permanent buildings are not part of the booth space and are not to be used by exhibitors.  
 Unauthorized use of electrical services will be terminated or exhibitor must pay electrical service charge.  
 Electrical Service will be provided to the booth in a location and manner that is safest and most convenient.  
 Exhibitors are not permitted to share electrical service. All orders must be placed individually.  
 All floor orders or changes must be made with the Event Coordinator.  
 Cox Business Center staff is not permitted to take orders directly from exhibitors.  
 The Electrical Supervisor is obligated to refuse connection when wiring is not in compliance with Federal, State, and Local Safety Codes.  
 All furnished materials and equipment remains the property of the Cox Business Center or its assigned agent.  
 All materials that are removed from the premises or damaged will be billed accordingly.  
 Equipment problems must be reported immediately to the Event Coordinator or Electrical Supervisor.  
 Claims will not be considered unless filed by the exhibitor prior to the close of the show.  
 A minimum of half hour labor charge is included in the prices for all 208 Volt Single Phase and Three Phase.

**No credit will be issued for outlets installed but not used.**

**Please note:** All equipment must be outfitted with a fusible switch. Materials not included.

**ELECTRICAL SERVICE**

Qty.	Description	Advance Rate	Standard Rate	Amount
	20 AMP 110 Volt Outlet (standard house outlet)	\$50.00	\$70.00	
	30 AMP 208 Volt Single Phase Disconnect	\$60.00	\$80.00	
	40 AMP 208 Volt Single Phase Disconnect	\$70.00	\$90.00	
	50 AMP 208 Volt Single Phase Disconnect	\$80.00	\$100.00	
	20 AMP 208 Volt 3 - Phase Disconnect	\$90.00	\$110.00	
	30 AMP 208 Volt 3 - Phase Disconnect	\$100.00	\$120.00	
	40 AMP 208 Volt 3 - Phase Disconnect	\$110.00	\$130.00	
	50 AMP 208 Volt 3 - Phase Disconnect	\$120.00	\$140.00	
			<b>TOTAL</b>	

**ACCESSORIES**

Qty.	Description	Advance Rate	Standard Rate	Amount
	Extension Cords	-	\$30.00	
	400 AMP 208 Volt 3 - Phase	-	\$400.00	
	200 AMP 208 Volt 3 - Phase	-	\$300.00	
	120 AMP 208 Volt 3 - Phase	-	\$200.00	
	Fused Power Strip	-	\$15.00	
	480 Volt Power is available	Please Contact Electrical Supervisor If Needed		
			<b>TOTAL</b>	

**LABOR**

Qty.	Description	Standard Rate	Amount
	Labor is based on 4 hour minimum. (Labor is charged for special plugs and connections.)	\$45/HR	
		<b>TOTAL</b>	
<b>GRAND TOTAL</b>			

**INTERNET AND PHONE ORDER FORM**

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 COMPANY NAME \_\_\_\_\_ BOOTH NUMBER(S) \_\_\_\_\_  
 CONTACT NAME \_\_\_\_\_ ADDRESS \_\_\_\_\_  
 TELEPHONE # \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

**Terms and Conditions:**

**Advance orders shall receive priority service. No credit will be issued for services installed but not used.**

Phone Service - VoIP Phone Service includes Local & Long Distance Calling. International is an additional item, please contact the IT Department. Capable of doing call forwarding, rollover, and additional lines to a single phone.

Basic Guest Wireless Service – wireless connectivity is provided free of charge at the Cox Business Center. This is a shared wireless service and is for checking email and light web surfing. Wireless signal is broadcast using 802.11g and 802.11n standards. This should never be used for anything critical to an event as it is not guaranteed.

Premium Wireless Service (3Mb up/down) – Premium wireless service provides guaranteed bandwidth and private access to the internet. This service provides an SSID and security that is customized for each client.

Hi-Speed Internet (3Mb up/down) – Wired Internet Access that is shared bandwidth with other users. Addresses are provided by DHCP – no public IP addresses are available with this service. Service is provided via CAT6 cabling. Additional internet drops are \$50.

5.0 Internet Access – This service provides 5.0 Mbps speed for uploading and downloading of information. Additional internet drops are \$50.

10.0 Internet Access - This service provides 10.0 Mbps speed for uploading and downloading of information. Additional internet drops are \$50.

20.0 Internet Access - This service provides 20.0 Mbps speed for uploading and downloading of information. Public IP's are available for an additional \$50. Additional internet drops are \$50.

**Please note:** Advance Rate is only applicable if the Internet Form is received 10 days prior to the date of the event.

Qty.	Description	Advance Rate	Standard Rate	Amount
	Phone Line with Handset	\$175.00	\$275.00	
	POTS Line	\$175.00	\$275.00	
	Premium Wireless (SSID)	\$250.00	\$350.00	
	HI-Speed Internet (Hard Line, w/ Private IP)	\$250.00	\$350.00	
	5.0 Mbps (w/ Private IP)	\$400.00	\$500.00	
	10.0 Mbps (w/ Private IP)	\$800.00	\$1000.00	
	20.0 Mbps (w/ Private IP)	\$1500.00	\$1750.00	
	Public IP Address Add-On	\$50.00	\$100.00	
			<b>TOTAL</b>	

\*Speeds higher than 20 Mbps are available for additional charges. All orders for speeds above 20Mbps must be ordered 21 days before your move-in and there are no additional IP addresses available.

\*Wireless services higher than 3 Mbps are also available upon request. Multiple VLAN's will require separate connections. Please consult the IT Department for further information.

If you have any questions or need a higher service that is not listed on this page, please contact the **Cox Business Center IT Department at 918-894-4331**

**WATER ORDER FORM**

**IN ORDER TO RECEIVE ADVANCE RATES, ORDERS MUST BE RECEIVED WITH FULL PAYMENT A MINIMUM OF 10 DAYS PRIOR TO THE FIRST MOVE-IN DATE. ORDERS RECEIVED AFTER THAT DATE OR WITHOUT PAYMENT ARE REQUIRED TO PAY REGULAR RATES.**

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 COMPANY NAME \_\_\_\_\_ BOOTH NUMBER(S) \_\_\_\_\_  
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 TELEPHONE # \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

**Terms and Conditions:**

Advance orders shall receive priority service. No credit will be issued for services installed but not used.

All water will come from a standard garden hose

**Please note:** Advance Rate is only applicable if the Internet Form is received 10 days prior to the date of the event.

Gallons	Description	Standard Rate	Amount
	Water is \$35.00 per 100 gallons	\$35.00	
		<b>TOTAL</b>	

**Please see Cox Business Center Credit Card Authorization form for payment. Payment must accompany order form.**