

# electrical services order form



Effective January 1, 2018 - December 31, 2018

## Electrical Rules & Regulations

01. Wall, column and permanent building utility outlets are not part of booth space and are not to be used by media organizations or the exposition services provider unless specified otherwise. Electrical panels or other equipment in column recesses may not be blocked at any time.
02. All equipment regardless of source of power must meet federal, state and local safety codes. The Convention Center reserves the right to refuse electrical connection of equipment based on safety.
03. Claims will not be considered unless filed by exhibitors prior to close of show.
04. Prices are based on current wage rates and are subject to change without notice.
05. All equipment must be properly tagged and wired with complete information as to type of current, voltage, phase, cycle, horsepower, etc. The Convention Center will not be responsible for power failure or voltage fluctuation.
06. All material and equipment furnished by the Convention Center for electrical service orders shall remain the Convention Center's property and shall be removed only by Convention Center personnel at the close of the show.
07. Convention Center electricians are authorized to cut floor coverings, to permit installation of service and to maintain floor pit systems. No exceptions will be made in this area. Failure to comply may result in loss of service order. Workspace layouts are prepared by convention management or media organizations, not the Convention Center.
08. All media-provided electrical cords must be of the three-wire grounding type, suitable for installation. "Zip" cord or Romex are not allowed. All exposed non-current carrying metal parts of fixed equipment, which may become energized, shall be grounded.
09. Rates quoted for all connections cover only the bringing of service to the booth in the most convenient manner and do not include connecting equipment or special wiring. All work performed within the booth will be charged on a time and material basis.
10. Advance orders must be received a minimum of twenty-one (21) days prior to show opening.
11. Payment must accompany order. No exceptions please. Notice of cancellation must be received prior to scheduled move-in in order to receive credit. Credit will not be given for services installed and not used.
12. Lighting levels for move-in and move-out will be at 50 percent. Exhibit halls are not air conditioned during move-in and move-out.
13. Media organizations are not allowed access to floor pits at any time.
14. Floor rate prices apply to orders received after the due date (21 days prior to show opening). The Convention Center does not guarantee service prior to show opening for late orders. All requirements exceeding the rate schedule must be priced and approved by the Convention Center prior to ordering.
15. Power will not be installed until payment is received. No expectations.
16. Motor and equipment prices are for ordered power sources only. Hook-ups are not included. No receptacles of any kind are provided by the Convention Center. Media organizations may supply their own receptacles. Labor for electrical work on equipment, including repairs, tracing malfunctions, fishing cable under carpet, and hook-ups provided by Convention Center electricians, will be charged at the prevailing rate (\$70.00 per hour, one hour minimum). If floor plans are received in advance (21 days prior to show opening), every attempt will be made to work with the decorator to install cable under the carpet.
17. Exhibitor technicians are permitted to perform all electrical work inside booths, including hook-ups, to ordered power sources. All work must conform to national and local codes and is subject to inspection by Convention Center personnel.
18. Labor rates are based on nine hour days, typically from 7:30 a.m. to 5 p.m. Booth labor will be charged an overtime rate after 5 p.m. at the rate of 1.5 times the normal rate.
19. Larger lights such as Leiko lights can be ordered from the Convention Center's preferred in-house audio visual production contractor. For information on services and pricing call 704.339.6180.
20. All power 100 amps and below are typically brought to booths through the floor pit system, located 30 feet on center throughout exhibit halls. Air and water lines are not directed from overhead.
21. The Convention Center's power is 120/208 or 277/480 volts, three phase, five wire wye. Other voltages are not available unless step-up or step-down transformers are provided by the licensee. Rates run the duration of the show. Power, air and water are available 24 hours.
22. Will you require a Convention Center electrician?  
 YES  NO

QUANTITY	DESCRIPTION	ADVANCED RATE	FLOOR RATE	TOTALS
_____	Power Strip (no power)	—	20.00	_____
_____	Extension Cord (no power)	—	20.00	_____
<b>120 VOLT LIGHTING AND UTILITY (DUPLEX) OUTLETS</b>				
_____	5 AMP (600 WATT)	80.00	105.00	_____
_____	10 AMP (1200 WATT)	100.00	135.00	_____
_____	20 AMP (2400 WATT)	125.00	175.00	_____
<b>MOTOR AND EQUIPMENT SCHEDULE</b>				
<b>208 VOLT SINGLE PHASE*</b>				
_____	0 to 20 AMPS	195.00	290.00	_____
_____	21 to 30 AMPS	240.00	355.00	_____
_____	31 to 50 AMPS	325.00	475.00	_____
_____	51 to 70 AMPS	430.00	620.00	_____
_____	71 to 100 AMPS	525.00	750.00	_____
<b>208 VOLT THREE PHASE*</b>				
_____	0 to 20 AMPS	275.00	380.00	_____
_____	21 to 30 AMPS	360.00	510.00	_____
_____	31 to 50 AMPS	510.00	762.00	_____
_____	51 to 70 AMPS	650.00	975.00	_____
_____	71 to 100 AMPS	835.00	1,210.00	_____
<b>480 VOLT THREE PHASE*</b>				
_____	0 to 20 AMPS	485.00	715.00	_____
_____	21 to 30 AMPS	650.00	975.00	_____
_____	31 to 50 AMPS	1,010.00	1,480.00	_____
_____	51 to 70 AMPS	1,375.00	2,050.00	_____
_____	71 to 100 AMPS	1,750.00	2,560.00	_____
<b>SERVICE DROPS</b>				
_____	208 VOLT, 200 AMPS, SINGLE-PHASE	800.00	1,200.00	_____
_____	208 VOLT, 200 AMPS, THREE-PHASE	1,300.00	1,840.00	_____
_____	208 VOLT, 400 AMPS, SINGLE-PHASE	1,710.00	2,360.00	_____
_____	208 VOLT, 400 AMPS, THREE-PHASE	2,700.00	3,600.00	_____
			<b>SUBTOTAL</b>	_____
			<b>RENTALS</b>	_____
			<b>TOTAL CHARGES</b>	_____

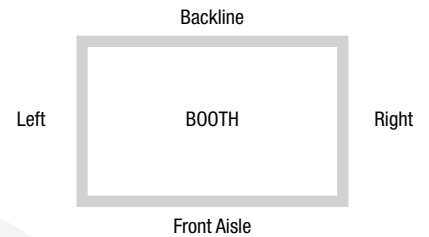
\* For direct tie in only. No receptacles provided.

\* Utility charges are based on estimated needs at the time of order. Over/under payments of less than \$5.00 will be written off at the conclusion of the event.

### Please Print

Name of Event \_\_\_\_\_  
Event Date \_\_\_\_\_ Booth No. \_\_\_\_\_  
Company Name \_\_\_\_\_  
Contact \_\_\_\_\_  
Telephone \_\_\_\_\_  
Fax \_\_\_\_\_  
Email Address \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_  
State \_\_\_\_\_ Zip \_\_\_\_\_  
Authorized by \_\_\_\_\_  
Print Name \_\_\_\_\_  
Date \_\_\_\_\_

Please use the diagram on the right to indicate the desired locations for utility service orders.



Make checks payable to:  
**Charlotte Convention Center**  
**c/o Smart City Networks**  
**5795 W. Badura Ave., Suite #110**  
**Las Vegas, NV 89118**

Order Verification:  
888.446.6911

Online Orders:  
smartcity.com

Fax orders:  
702-943-6001

Technical Questions:  
704.339.6700

Email Orders to:  
csr@smartcity.com

When your order is processed, you will receive an email with a link to Smart City Networks payment portal.

Charlotte Convention Center Exhibit Floor Service Desk during event: 704.339.6700

**Orders must be received 21 days prior to show opening to be eligible for advanced rate.**

NOTE: Before any additional work can be performed, a credit card number must be on file. Under no circumstances can power be resold by show management, production companies, show's general contractor or exhibitors.

# plumbing services order form



Effective January 1, 2018 - December 31, 2018

## Plumbing Rules & Regulations

01. Wall, column and permanent building utility outlets are not part of booth space and are not to be used by exhibitors or decorators unless specified otherwise. Equipment in column recesses may not be blocked at any time. Under no circumstances shall anyone other than "house personnel" make service connections or disconnects.
02. All equipment must meet federal, state and local safety codes. The Convention Center reserves the right to refuse plumbing connection of equipment based on safety. PVC is not an approved method of air distribution within this facility.
03. Claims will not be considered unless led by exhibitors prior to close of show.
04. Prices are based on current wage rates and are subject to change without notice.
05. All equipment must be properly tagged with complete information as to volume, size and PSI requirements.
06. All material and equipment furnished by the Convention Center for plumbing service orders shall remain the Convention Center's property (unless purchased as part of the service order) and shall be removed only by Convention Center personnel at the close of the show.
07. Compressed air will be turned on one hour prior to show opening time and turned off at show closing time daily, unless other arrangements are made in advance.
08. Convention Center plumbers are authorized to cut exhibitor or decorator floor coverings to permit installation of service and to maintain floor pit systems. No exceptions will be made in this area. Failure to comply may result in loss of service order. Booth layouts are prepared by show management or decorators, not the Convention Center.
09. Service outlet size will be determined by volume required.
10. Rates quoted for all connections cover only the bringing of service to the booth in the most convenient manner and do not include connecting equipment or special work. All work performed within the booth will be charged on a time and material basis.
11. Advance orders must be received a minimum of twenty-one (21) days prior to show opening.
12. Payment must accompany order. No exceptions please. Notice of cancellation must be received prior to scheduled move-in in order to receive credit. Credit will not be given for services installed and not used.
13. A separate connection fee will be paid for each piece of equipment using connected service, connected direct or otherwise.
14. It is recommended that exhibitors provide a filter separator or dryer for all equipment requiring airlines. The Convention Center will not be responsible for moisture or water in airlines.
15. If air and water pressure is critical, it is recommended that exhibitors supply a pressure regulator. The Convention Center does not guarantee minimum and maximum pressure.
16. Floor rate prices apply to orders received after the due date (21 days prior to show opening). The Convention Center does not guarantee service prior to show opening for late orders. All requirements exceeding the rate schedule must be priced and approved by the Convention Center prior to ordering.
17. Plumbing will not be installed until payment is received. No exceptions.
18. Plumbing prices are for ordered air or water sources only. Hook-ups are not included. Labor for plumbing work on equipment, including repairs, tracing malfunctions, fishing air and water lines under carpet, and hook-ups provided by Convention Center plumbers, will be charged at the prevailing rate (\$70.00 per hour, one hour minimum). If floor plans are received in advance (21 days prior to show opening) every attempt will be made to work with the decorator to install lines under carpet.
19. Exhibitor technicians are permitted to perform all plumbing work inside booths, including hook-ups, to ordered plumbing sources. All work must conform to national and local codes, and is subject to inspection by Convention Center personnel.
20. Labor rates are based on nine (9) hour days, typically from 7:30 a.m. to 5 p.m. Booth labor will be charged an overtime rate after 5 p.m. at the rate of 1.5 times the normal rate.
21. Please consult with the Convention Center on air and water layouts, as these lines are round and create a bulge in the carpet. In most cases they maybe routed around the perimeter of the booth line and out of high traffic areas.
22. Air and water lines are not directed from overhead.
23. Rates run the duration of the show. Power, air and water are available 24 hours.
24. Will you require a Convention Center plumber?  
 YES  NO

QUANTITY	DESCRIPTION	ADVANCED RATE	FLOOR RATE	TOTALS
COMPRESSED AIR (90 - 100 PSI)				
_____	1 CONNECTION 1/2	175.00	225.00	_____
_____	EACH ADDITIONAL	125.00	155.00	_____
_____	1 CONNECTION 3/4	260.00	310.00	_____
_____	EACH ADDITIONAL	235.00	260.00	_____
_____	1 CONNECTION 1	330.00	360.00	_____
_____	EACH ADDITIONAL	275.00	295.00	_____
WATER AND DRAINAGE 1/2" LINE				
_____	1 CONNECTION	155.00	200.00	_____
_____	EACH ADDITIONAL	115.00	140.00	_____
DRAINAGE 3/4" LINE				
_____	1 CONNECTION	125.00	155.00	_____
_____	EACH ADDITIONAL	90.00	100.00	_____
ONE TIME FILL AND DRAIN WATER ONLY				
_____	FIRST 500 GALLON UNIT	175.00	225.00	_____
_____	EACH ADDITIONAL UNIT	140.00	180.00	_____
_____	EACH ADDITIONAL 500 GALLONS	35.00	45.00	_____
_____	30 GALLON WATER HEATER	310.00	460.00	_____
_____	SINGLE UTILITY SINK	325.00	485.00	_____
				CONVENTION CENTER
				QUOTE
				SUBTOTAL
				TOTAL CHARGES

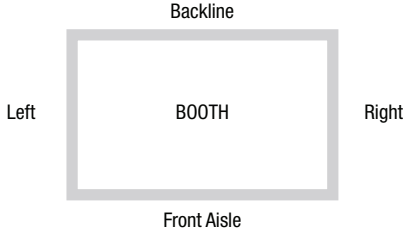
NOTES: No chemicals of any kind are to be dumped into the Charlotte Convention Center's drainage system. Exhibitors and/or decorators are responsible for the removal of all liquids other than water. Water service must be ordered for coolants, which are mixed on the show floor, if not ordered as part of booth service. Please contact the Convention Center for pricing on any service not listed in the service order form. All materials used for the connection of an exhibitor's equipment are purchased by and become the property of the exhibitor. Exhibitors are responsible for air dryers and/or water separators for the protection of their equipment. The Convention Center does not guarantee that airlines do not contain moisture or water.

**Please Print**

Name of Event \_\_\_\_\_  
 Event Date \_\_\_\_\_ Booth No. \_\_\_\_\_  
 Company Name \_\_\_\_\_  
 Contact \_\_\_\_\_  
 Telephone \_\_\_\_\_  
 Fax \_\_\_\_\_  
 Email Address \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_  
 State \_\_\_\_\_ Zip \_\_\_\_\_

Authorized by \_\_\_\_\_  
 Print Name \_\_\_\_\_  
 Date \_\_\_\_\_

Please use the diagram on the right to indicate the desired locations for utility service orders.



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**c/o Smart City Networks**  
**5795 W. Badura Ave., Suite #110**  
**Las Vegas, NV 89118**

Order Verification: 888.446.6911      Online Orders: smartcity.com      Fax orders: 702-943-6001  
 Technical Questions: 704.339.6700      Email Orders to: csr@smartcity.com

Charlotte Convention Center Exhibit Floor Service Desk during event: 704.339.6700

**Orders must be received 21 days prior to show opening to be eligible for advanced rate.**

NOTE: Before any additional work can be performed, a credit card number must be on file. Under no circumstances can power be resold by show management, production companies, show's general contractor or exhibitors.

When your order is processed, you will receive an email with a link to Smart City Networks payment portal.