



# ELECTRICAL SERVICE ORDER FORM



## PAYMENT FORM MUST ACCOMPANY THIS ORDER

**Deadline** In order to receive advance rates, orders must be received with payment in full, a minimum of 14 days prior to the first move in date. Orders received after that date or without payment are required to pay standard rates. Please refer to the Show Facts form for specified date.

### Terms and Conditions

- ADVANCE ORDERS SHALL RECEIVE PRIORITY SERVICE.
- All exhibitors are required to check in at the Service Desk at the time of move in before service can be turned on.
- A standard electrical outlet consists of one single female plug. Service does not include adapters or special wiring.
- Wall, column and permanent building outlets 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 charges.
- Under no circumstances shall anyone other than Cox Convention Center employee make connections or disconnections.
- 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 at the Service Desk. Convention Center staff are 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 Convention 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 Service Desk.
- Claims will not be considered unless filed by the exhibitor prior to the close of the show.
- No credit will be issued for outlets installed but not used.

**Labor** Labor is based on a rate of \$45 per hour. A minimum of half hour labor charge is included in the prices for all 208, 1 phase and 3 phase. Please note: All equipment must be outfitted with a fusible switch. Materials not included.

**120 Volt Single Phase Service** Please note: Only one outlet is provided per order. Exhibitor must provide multi-plug strips or extension cords.

Quantity	Service	Advance Rate	Standard Rate	Total
_____	20 AMPS (up to 2000 watts)	59.00	66.00	_____
_____	Blown Fuses		3.00 Minimum	_____

**Overloaded Circuits** will be required to upgrade to the next amperage and will be charge a blown fuse fee plus the difference in the upgrade fee.

### 208 Volt Single Phase Service (1 outlet)

### 208 Volt Three Phase Service (1 outlet)

Quantity	Service	Advance Rate	Standard Rate	Total	Quantity	Service	Advance Rate	Standard Rate	Total
_____	20 AMPS	95.50	103.50	_____	_____	20 AMPS	107.50	118.50	_____
_____	30 AMPS	125.50	135.50	_____	_____	30 AMPS	151.50	162.50	_____
_____	40 AMPS	157.50	166.50	_____	_____	40 AMPS	195.50	206.50	_____
_____	50 AMPS	188.50	197.50	_____	_____	50 AMPS	238.50	250.50	_____

Please note: Rates are guaranteed through December 31, 2012.

**Special Requirements** For connections other than those listed, prior arrangements must be made with the Electrical Supervisor by calling the Cox Convention Center at (405) 602-8500. If special electrical plugs are required, exhibitor is responsible for furnishing the associated wiring schematics and required connectors. Exhibitor is responsible for labor and materials associated with connecting and disconnecting.

Please provide specific requirements in space below. List device, amperage, volts and phase.

1. \_\_\_\_\_
2. \_\_\_\_\_

Comments \_\_\_\_\_

Show name: \_\_\_\_\_ Date: \_\_\_\_\_

Company name: \_\_\_\_\_ Booth #: \_\_\_\_\_

Authorized by: \_\_\_\_\_ Phone#: \_\_\_\_\_



# INTERNET SERVICE REQUEST FORM



## PAYMENT FORM MUST ACCOMPANY THIS ORDER

### Internet Access

- 1 3Mbps - 10Mbps Access  
Burstable to 100Mbps
- 2 Reliability and quality
- 3 Most direct route to Internet
- 4 Constant Connection-
- 5 Installation-  
Quick and easy

### Make Your Tradeshow Sizzle!

Our high-speed fiber-optic based Internet service provided by Cox Business Services can make your tradeshow presentations sizzle with pictures, sound and streaming video across the Internet. Real time access to your files and information means rapid lead responses, lead tracking and information for exhibitors and attendees.

### Static IP Addresses

One dynamic (DHCP) IP address provided for each connect. Additional IP addresses and static IP addresses are available at an additional charge.

### CAT5 10baseT/RJ45 Connection

Industry standard connection to computer NIC cards.

**Deadline** In order to receive advance rates, orders must be received with payment a minimum of 14 days prior to the first move in date. Orders received after that date or without payment are required to pay standard rates. Please refer to the Show Facts form for specified date.

### Terms and Conditions

- ADVANCED ORDERS SHALL RECEIVE PRIORITY SERVICE.
- All material and equipment furnished by the Cox Convention Center shall remain the property of the Cox Convention Center.
- Credit will not be given for service installed and not used.
- Payment in full must be rendered prior to installation.
- Claims will not be considered unless filed by the exhibitor prior to the close of the show.
- The internet is a shared environment and as such actual speed will vary.
- The Cox Convention Center is not responsible for networking exhibitor computers or setting up IP addresses.
- Wireless networks are strictly forbidden within the Cox Convention Center without prior written approval from SMG.

### Service Requested

<u>Quantity</u>	<u>Service</u>	<u>Advance Rate</u>	<u>Standard Rate</u>	<u>Total</u>
_____	Standard Internet	200.00	300.00	_____
_____	Wireless Internet	100.00	100.00	_____
_____	Additional IP Addresses		100.00	_____
_____	Dry line hook-up (Floor Connection/Vendor other than Cox)		200.00	_____

Please note: Rates are guaranteed through December 31, 2014.

**Labor** Labor is based on a rate of \$45 per hour and billed in half hour increments. Services are provided in the most convenient manner for the Convention Center technicians. Special placement, connections, and/or changes after the initial installation and orders requested in non-service areas are subject to additional labor and/or material charges.

### Connection Placement

In the space provided, please place an "X" to indicate where you would like the connection to be placed in the booth.

Back of Booth



Front Aisle

Show name: \_\_\_\_\_

Date: \_\_\_\_\_

Company name: \_\_\_\_\_

Booth #: \_\_\_\_\_

Authorized by: \_\_\_\_\_

Phone#: \_\_\_\_\_



# TELEPHONE SERVICE ORDER FORM



**PAYMENT FORM MUST ACCOMPANY THIS ORDER**

### Standard Phone Service

- Phone line installation includes one touch-tone line.
- All phone lines are configured for 'Dial 9' calling for local or toll-free numbers.
- Long distance calls may be made using a credit card.

### Deadline

In order to receive advance rates, orders must be received with payment a minimum of 14 days prior to the first move in date. Orders received after that date or without payment are required to pay standard rates. Please refer to the Show Facts form for deadline date.

### Terms and Conditions

- ADVANCED ORDERS SHALL RECEIVE PRIORITY SERVICE.
- Payment in full must be rendered prior to installation.
- Credit will not be given for service installed and not used.
- Prices are based on current wage rates and are subject to change without notice.
- All material and equipment furnished by the Cox Convention Center shall remain the property of the Cox Convention Center.
- Equipment problems must be reported immediately at the Service Desk.
- Claims will not be considered unless filed by the exhibitor prior to the close of the show.

### Labor

Labor is based on a rate of \$45 per hour and billed in half hour increments. Rates quoted for phone service includes installation of the line in the most convenient manner. Special placement, connections, and/or changes after the initial installation will require additional labor and material charges. Rates are also subject to additional labor charges for orders requested in non-service areas.

### Return Policy

It is the exhibitor's responsibility to return equipment to the Service Desk within one hour of the show closing.

### Service Requested

<u>Quantity</u>	<u>Service</u>	<u>Advance Rate</u>	<u>Standard Rate</u>	<u>Total</u>
_____	Phone Line (Local Service Only)	125.00	200.00	_____
_____	Phone Line with Telephone	125.00	200.00	_____
_____	Phone Line (Local/LongDistance)	175.00	250.00	_____

Please note: Rates are guaranteed through December 31, 2012.

Show name: \_\_\_\_\_

Date: \_\_\_\_\_

Company name: \_\_\_\_\_

Booth #: \_\_\_\_\_

Authorized by: \_\_\_\_\_

Phone#: \_\_\_\_\_



# PLUMBING SERVICE REQUEST FORM



**PAYMENT FORM MUST ACCOMPANY THIS ORDER**

**ALL ORDERS MUST BE RECEIVED A MINIMUM OF 14 DAYS IN ADVANCE TO INSURE EQUIPMENT AVAILABILITY.**

**Service Requested**

<u>Quantity</u>	<u>Service</u>	<u>Standard Rate</u>	<u>Total</u>
_____	Water line to booth	125.00	_____
_____	Additional line(s)	75.00	_____
_____	Drain line to booth	50.00	_____
_____	Labor for connecting equipment (half hour minimum)	50.00 per hour	_____

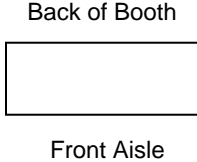
Please note: Rates are guaranteed through December 31, 2012.

Check if booth will have an ice machine. \_\_\_\_\_

Any work or materials not listed under the unite price schedule above will be subject to the availability of time and materials. Changes made after the initial setup will be subject to additional labor charges.

**Connection Placement**

In the space provided, please place an "X" to indicate where you would like the water drop to be placed in the booth.



Show name: \_\_\_\_\_

Date: \_\_\_\_\_

Company name: \_\_\_\_\_

Booth #: \_\_\_\_\_

Authorized by: \_\_\_\_\_

Phone#: \_\_\_\_\_



# PAYMENT FORM



**THIS FORM MUST ACCOMPANY ALL ORDERS**

- Payment in full must be submitted with order prior to deadline in order to receive discounted rates.
- All orders received without payment, after deadline or on-site will be charged standard rates.

## Order Summary

Please list totals from appropriate order forms.

Electrical Service \_\_\_\_\_

Telephone Service \_\_\_\_\_

Internet Service \_\_\_\_\_

Other \_\_\_\_\_

**GRAND TOTAL** \$ \_\_\_\_\_

## Payment Method

**CHECK:** Please make check for full amount payable to 'SMG.' Checks must be drawn on a U.S. funds account.

**CREDIT CARD:** For your convenience this form will be accepted as authorization for the order listed above as well as any additional costs incurred on-site as a result of orders placed at the Service Desk by your representative(s). These charges may include charges incurred by the Cox Convention Center on behalf of the exhibitor, including but not limited to shipping charges. Please provide complete credit card information below.

VISA    MASTERCARD    AMERICAN EXPRESS   Expiration Date: \_\_\_\_\_

Account Number: \_\_\_\_\_ Security Code: \_\_\_\_\_

Cardholders Name:   Print \_\_\_\_\_

Sign \_\_\_\_\_

Billing Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Show name: \_\_\_\_\_ Date: \_\_\_\_\_

Company name: \_\_\_\_\_ Booth #: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Ordered by: \_\_\_\_\_ Phone#: \_\_\_\_\_

Please submit along with payment and order forms to:  
Cox Convention Center  
One Myriad Gardens  
Oklahoma City, OK 73102  
Phone # (405) 602-8500 Fax # (405) 602-5147  
Email: dkusnerik@coxconventioncenter.com