



SERVICE ORDER FORM

MAIL TO: Arlington Convention Center, 1200 Ballpark Way, Arlington, Texas 76011
Phone (817) 459-5006; Fax (817) 459-5091; accutilities@arlingtontx.gov



PLEASE PRINT OR TYPE: Payment In Full Must Be Rendered Before Service Is Connected.

NAME OF EVENT _____ BOOTH NO. _____
 EXHIBIT NAME _____ PHONE NO. _____
 ADDRESS _____ CITY _____ STATE _____ ZIP _____
 AUTHORIZED PERSON _____ EMAIL _____
 AUTHORIZED SIGNATURE _____ EVENT DATE _____

PAYMENT INFORMATION: Enclosed is my check or money order in the amount of \$ _____ Check # _____
 Visa MasterCard AMEX Discover Diners Club **Make check payable to Arlington Convention Center**
 Credit Card Acct. No. _____ Exp. Date _____ CVV2 Code _____
 Name (please print) _____ Authorized Signature _____
 Card Billing Address _____ City _____ State _____ Zip _____

ELECTRICAL SERVICE CONNECTIONS: Deadline to preorder – one week prior to show

QUANTITY	DESCRIPTION	ADVANCE PAYMENT	FLOOR ORDER	AMOUNT
_____	20 Amps / 120V 1Ø (duplex plug) (EXHIBIT HALL)	\$60.00	\$85.00	\$ _____
_____	500 Watts (duplex plug) (GRAND HALL)	\$60.00	\$85.00	\$ _____
_____	For exact placement or under carpet placement, please add labor	\$40.00	\$60.00	\$ _____

QUANTITY	DESCRIPTION	Load KW	VOLTAGE	PHASE 1ØA	3ØA	NEUTRAL REQ.?	ADVANCE PAYMENT	FLOOR ORDER	AMOUNT
_____	6KW.....	_____	208	29	17	_____	\$150.00	\$200.00	\$ _____
_____	10KW.....	_____	208	48	28	_____	\$200.00	\$250.00	\$ _____
_____	20KW.....	_____	208	96	56	_____	\$275.00	\$325.00	\$ _____
_____	35KW.....	_____	208	N/A	97	_____	\$300.00	\$350.00	\$ _____

Service of 100 AMPS and greater not available in all locations. Additional cost to bring service to those areas will be charged.
480V – Limited Locations – call for pricing
Internal electrical connections will be charged labor at \$40/hr. (minimum 1/2 hour) \$ _____
 _____ 20' Extension Cord AND/OR Multi Outlet Assembly - (CIRCLE) Does Not Include Connection \$15.00 ea. \$ _____

COMPRESSED AIR, WATER & DRAIN (Available in EXHIBIT HALL only)

Compressed Air Connections: 85 P.S.I.* **Deadline to preorder: 21 days prior to show**

QUANTITY	DESCRIPTION	ADVANCE ORDER & PAYMENT	FLOOR ORDER	AMOUNT
_____	Initial Service Connection(s).....	\$125.00	\$250.00	\$ _____
_____	Each Additional Service Connection(s).....	\$ 35.00	\$ 50.00	\$ _____

Equipment CFM _____ *Exhibitors must furnish necessary filter driers, regulators and fittings to connect to 1/4" Milton Quick Connect.

Water Connections: 55-65 P.S.I. (Service Outlet 3/4" hose/faucet connection/FPT)** **Deadline to preorder: One week prior to show.**

_____	Initial Service Connection(s).....	\$ 100.00	\$175.00	\$ _____
_____	Each Additional Service Connection(s).....	\$ 50.00	\$ 75.00	\$ _____

Drainage Connections: **Deadline to preorder: One week prior to show.**

_____	Each Service Connection.....	\$ 75.00	\$ 150.00	\$ _____
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One Time Fill & Drain (500 gallon max): **Deadline to preorder: One week prior to show.**

_____	Up to 500 gallons.....	\$150.00	\$175.00	\$ _____
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Air and water service available to most locations. Contact ACC for location availability. If not available from adjacent floor box, additional cost to bring service to booth will be charged.

** Exhibitors must furnish necessary regulators and male pipe thread for connection.

Service will be brought to the rear of the booth in the most convenient manner.
Any variation from that will be on a time and material basis.

RULES AND REGULATIONS ON BACK

Order Serviced By: _____

TOTAL	\$ _____
*LESS PAYMENTS	\$ _____
BALANCE DUE	\$ _____
* Payment must accompany order to receive advance rates.	
(Sales tax is reflected in all prices shown.)	

RULES AND REGULATIONS

1. All equipment must comply with the National Electrical Code, all Federal, State, and local Safety Codes.
2. Claims will not be considered unless filed by exhibitor prior to close of show.
3. All material and equipment furnished by the Convention Center for this service order shall remain the property of the Convention Center and shall be removed ONLY by the Convention Center at the close of the show.
4. Unless otherwise directed, Convention Center personnel are authorized to cut floor coverings to permit installation of service.
5. The Convention Center reserves the right to refuse connection to any exhibitor whose equipment is deemed unsafe by Convention Center's electrical or plumbing supervisors.
6. RATES QUOTED FOR ALL CONNECTIONS COVER ONLY ONE SERVICE INSTALLATION TO THE BOOTH IN THE MOST CONVENIENT MANNER, AND DOES NOT INCLUDE CONNECTION ANY EXHIBITOR EQUIPMENT OR WIRING.
7. ADVANCE ORDERS: TO RECEIVE ADVANCE RATE, ADVANCE ORDERS MUST BE RECEIVED A MINIMUM OF FIVE (5) DAYS PRIOR TO EXHIBITORS' ARRIVAL FOR MOVE-IN AND PAYMENT MUST ACCOMPANY ORDER.
8. CREDIT WILL NOT BE GIVEN FOR OUTLETS INSTALLED AND NOT USED.
9. PAYMENT IN FULL MUST BE RENDERED PRIOR TO SERVICE CONNECTION.
10. Advance orders shall receive priority service.
11. Prices are based upon current wage rates and are subject to change without notice.
12. OBSTRUCTIONS BLOCKING UTILITY ACCESS FROM FLOOR BOXES OR WALL PANELS ARE SUBJECT TO RELOCATION AS NECESSARY.

ADDITIONAL RULES AND REGULATIONS – ELECTRICAL ONLY

1. Use of open clip sockets, latex or lamp cord wire, unapproved duplex or triplex attachment plugs in exhibits is prohibited.
2. Permanent building electrical outlets are not a part of booth space and are not to be used by exhibitors unless specified otherwise.
3. Under NO circumstances shall anyone other than "house electrician" make electrical connections.
4. Special equipment requiring company engineers or technicians for assembly, servicing, preparatory work, and operation may be executed without "house electrician," however, all services connections and overload protection to such equipment must be made by "house electrician" only.
5. All equipment must be properly tagged or marked with complete information as to the type and/or amount of current, voltage, phase, frequency, horsepower, etc., required.
6. All exhibitors' 120 VOLT cords must be of the 3 wire, grounded type. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.

ADDITIONAL RULES AND REGULATIONS – AIR/WATER/DRAIN ONLY

1. Air and water service pressure may vary and no guarantee can be made of minimum or maximum pressures. If pressure is critical, exhibitor should arrange to have a pressure regulator valve installed.
2. ADDITIONAL LABOR CHARGES MAY BE MADE FOR EXHIBITORS' EQUIPMENT THAT SHOULD LEAK OR CAUSE DAMAGE TO OTHER PROPERTY.



Exhibitor Booth Installation Form

Event Name: _____

Booth Name: _____

Event Date: _____

Onsite Contact: _____

Contact Phone: _____

IMPORTANT: Standard placement is the bringing of your utility service(s) to your booth in the most convenient manner. Should you request or need special or specific placement of your utility service(s), additional labor will be billed.

The booth or aisle #s surrounding your booth must be provided. A minimum of one adjacent booth or aisle # is required (two or more would be more helpful) for staff to accurately install your services.

SIZE: Booth dimensions (example 10'x10') = _____

Scale = 1 box is equal to _____ feet

X = Please note the location of the utility service(s). If you have varying services (10KW, 35KW, single phase, three-phase etc.) please note the differences. If you have specific locations for water service, please note those as well.

Adjacent Booth or Aisle # _____										
Adjacent Booth or Aisle # _____										
Adjacent Booth or Aisle # _____										