



Charleston
Civic Center

200 Civic Center Drive
Charleston, West Virginia 25301
Phone: 304.345.1500
FAX 304.345.3492

**ADVANCE MEANS
PAYMENT PRIOR TO
DECEMBER 30, 2017.**

UTILITY SERVICE ORDER FORM
SHOW:WV International Auto Show
DATES: Jan. 19-21, 2018

IMPORTANT CONDITIONS AND REGULATIONS

- USE CARE IN ORDERING POWER AND KNOW THE REQUIREMENTS OF YOUR EQUIPMENT. INSUFFICIENT WATTAGE WILL RESULT IN BLOWN FUSES. ADDITIONAL CHARGES WILL BE MADE FOR CHANGES OR ADDITIONS.
- LABOR FOR ELECTRICAL WORK MUST BE HANDLED BY CIVIC CENTER TECHNICIANS.
- ALL EQUIPMENT, REGARDLESS OF POWER SOURCE, MUST COMPLY WITH ALL FEDERAL, STATE, AND LOCAL SAFETY CODES.
- ALL EQUIPMENT MUST BE PROPERLY TAGGED AND WIRED WITH COMPLETE INFORMATION AS TO TYPE OF CURRENT, VOLTAGE, PHASE, CYCLE, HORSEPOWER, ETC.
- ALL MATERIAL AND EQUIPMENT FURNISHED BY CHARLESTON CIVIC CENTER FOR THIS SERVICE SHALL REMAIN THE PROPERTY OF CHARLESTON CIVIC CENTER. MATERIALS DAMAGED OR MISSING WILL BE BILLED TO THE EXHIBITOR.
- ALL EXHIBITORS' CORDS MUST BE THE 3-WIRED GROUND-ED TYPE. ALL EXPOSED NON-CURRENT CARRYING METAL PARTS OF FIXED EQUIPMENT WHICH ARE LIKELY TO BE ENERGIZED SHALL BE GROUNDED.
- RATES QUOTED FOR ALL CONNECTIONS COVER ONLY THE BRINGING OF SERVICE TO REAR OF BOOTH IN THE MOST CONVENIENT MANNER.
- **WALL, COLUMN AND PERMANENT BUILDING UTILITY OUTLETS ARE NOT A PART OF BOOTH SPACE AND ARE NOT TO BE USED BY EXHIBITORS.**
- ELECTRICAL POWER FOR LIGHTS AND DISPLAYS WILL BE TURNED ON ONE-HOUR PRIOR TO SHOW OPENING AND WILL BE TURNED OFF ONE-HALF HOUR AFTER CONCLUSION OF SHOW. 24-HOUR SERVICE IS AVAILABLE UPON REQUEST AT 1-1/2 TIMES THE RATE LISTED.

**STANDARD SERVICES AVAILABLE
ELECTRICAL**

<u>QTY</u>	<u>DESCRIPTION</u>	<u>ADVANCE</u>	<u>FLOOR</u>	<u>AMOUNT</u>
_____	20 AMP 120 VLT SINGLE OUTLET	\$185.00	\$210.00	\$ _____
_____	20 AMP 208 VOLT SINGLE PHASE	\$210.00	\$235.00	\$ _____
_____	30 AMP 208 VOLT, SINGLE PHASE	\$215.00	\$240.00	\$ _____
_____	50 AMP 205 VOLT, THREE PHASE	\$255.00	\$285.00	\$ _____

PRICES INCLUDE LABOR FOR HOOKUP AND DISCONNECT OF CUSTOMERS CABLE. 3 PHASE ELECTRICAL REQUIREMENTS ON QUOTE BASIS. CHARLESTON CIVIC CENTER PERSONNEL MAY INSPECT BOOTH AFTER INSTALLATION. ADDITIONAL CHARGES WILL BE ASSESSED IF EQUIPMENT REQUIRES WATTAGE IN EXCESS OF ELECTRICAL ORDER.

_____	POWER STRIP	\$35.00	\$40.00	\$ _____
_____	EXTENSION CORDS (UP TO 25)	\$40.00	\$45.00	\$ _____
_____	150 WATT FLOODLIGHT INCLUDING POWER AND POLE	\$30.00	\$35.00	\$ _____
_____	LEKO THEATRICAL SPOTLIGHT	\$55.00	\$60.00	\$ _____

WATER—GRAND HALL ONLY

_____	HOOK-UP TO 5/8" BIB (EXHIBIT REQUIRING LESS THAN 500 GALLONS)	\$80.00	\$95.00	\$ _____
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EXHIBITS REQUIRING WATER IN EXCESS OF 500 GALLONS ARE QUOTED ON REQUEST

CABLE

_____	T.V. CABLE	\$40.00	\$50.00	\$ _____
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7% WV SALES TAX \$ _____

TOTAL COST \$ _____

FLOOR RATES APPLY TO ALL ORDERS RECEIVED AND PAID BY DECEMBER 30, 2017. ORDERS PLACED AT SERVICE DESK MUST BE PAID AT TIME OF ORDER. PAYMENT REQUIRES CHECK OR CREDIT CARD.

FIRM NAME _____ PHONE _____ BOOTH # _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

CREDIT CARD # _____ EXPIRATION DATE _____

BY _____ NAME _____ DATE _____
Authorized Signature Please Print