

# EXHIBITOR SERVICES FORM UTILITY SERVICE ORDER FORM

Charleston Coliseum &  
Convention Center  
200 Civic Center Drive  
Charleston, WV 25301  
chaswvccc.com



Orders can be sent by email to: [info@charlestonwvciviccenter.com](mailto:info@charlestonwvciviccenter.com)

CONTACT INFORMATION		
Event Name		Event Date(s)
Company Name		Booth Number
Contact Person		
Mailing Address		
City	State	Zip
Phone	Email	
Credit Card Number		
Expiration Date	Security Code	

Advance orders must be submitted with payment seven (7) business days prior to move-in.

Orders placed at service desk must be paid in full at time of order.

Credit card orders are subject to a 3% processing fee.

Equipment is subject to availability. Prices are subject to change without notice.

## IMPORTANT CONDITIONS & REGULATIONS

- Use care in ordering power & know the requirements of your equipment. Additional charges will be made for changes or additions at move-in.
- Labor for electrical work must be handled by facility technicians.
- All equipment, regardless of power source, must comply with federal, state and local safety codes. The Charleston Coliseum & Convention Center reserves the right to refuse electrical connections based on safety.
- 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 the facility for this service shall remain the property of the Charleston Coliseum & Convention Center and must be returned in the same condition that it was issued. Damaged materials will be billed to the authorized credit card at prevailing rates.
- All exhibitor cords must be the 3-wired grounded type. All exposed non-current carrying metal parts of fixed equipment which are likely to be energized must be grounded.
- Wall, column & permanent utility outlets are not a part of booth space and are not to be used by exhibitors.
- Electrical power 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 available upon request at 1.5 times the rate.
- All booths are subject to inspection.

If you prefer to pay by check, please complete this order form and submit to the address below.  
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QTY	ITEM DESCRIPTION	AVDANCE COST	FLOOR COST	TOTAL AMOUNT
<b>ELECTRICAL</b>				
*Prices include hook-up and disconnect of customers cable.				
	120 volt 20 amp single phase	\$40.00	\$55.00	
	120 volt 30 amp single phase	\$50.00	\$60.00	
	208 volt 20 amp single phase	\$60.00	\$75.00	
	208 volt 30 amp single phase	\$70.00	\$80.00	
	208 volt 30 amp three phase	\$150.00	\$175.00	
	208 volt 50 amp three phase	\$175.00	\$200.00	
	Power Strip (power not included)	\$20.00	\$30.00	
	Extension Cord – up to 25' (power not included)	\$20.00	\$25.00	
	150 Watt Floodlight (includes power & pole)	\$20.00	\$25.00	
	Uplighting (each)	\$20.00	-	
	Follow Spotlight	\$60.00	\$75.00	
<b>ADDITIONAL SERVICES</b>				
	Water – Up to 1,000 Gallons	\$70.00	\$125.00	
	Compressed Air – 90-100 psi)	\$40.00	\$150.00	

<b>TOTAL ORDER</b>	
<b>7% WV SALES TAX</b>	
<b>TOTAL AMOUNT DUE</b>	