ELECTRICAL SERVICE ORDER FORM

STANDARD ELECTRICAL SERVICE AVAILABLE:
120 VAC single phase, 60 cycle
208 VAC single phase, 60 cycle
208 VAC 3 phase, 60 cycle

1. Walls, columns and permanent building utility outlets and/or public function space are not a part of booth space and are not to be used by exhibitors or in-house groups unless specified otherwise.

2. Under no circumstances shall anyone other than "House Electricians" make electrical connections. All electrical connections and voltages must be tested and approved by the customer (Exhibitor, Band Electrician) at time of connection.

3. Claims will not be considered unless filed by the user prior to the close of exhibition or function.

4. All equipment, regardless of source of power, must comply with all Federal, State and local safety codes.

5. Use of open clip sockets, latex or lamp cord wire, duplex or triplex attachment plugs in exhibits prohibited.

6. Special equipment requiring company engineers or technicians for assembly, servicing, preparatory work and operation may be executed without "House Electrician"; however, all service connections and overload protection to such equipment must be made by "House Electrician" only.

7. All equipment must be properly tagged and wired with complete information as to type of current, voltage, phase, cycle, horsepower, etc.

8. All material and equipment furnished by Charleston Place for this service order shall remain Charleston Place property and shall be removed ONLY by Charleston Place at the close of the show.

9. All exhibitor's or group's 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.

ELECTRICAL SERVICE CONNECTIONS: 120 VAC – Single Phase
208/220 VAC Single and Three Phase

120 VAC	$ 25.00	**TELEPHONE SERVICE:**	**One Time Charge**
Power Strip or Extension Cord	$ 15.00 Each	House Phone	$35.00
Spider Box or Lug connection	$ 250.00	Dial-9	$50.00, plus toll charges
Wireless Internet Connection	**$ 500.00**	* Direct In Dial	$150.00, plus toll charges

(* Minimun two week notice if you need to publish the phone number assigned to you)

NAME OF EVENT _____ **BOOTH #** _____
FIRM NAME _____ **PHONE #** _____
ADDRESS _____ **CITY** _____ **STATE** ____ **ZIP** _____
AUTHORIZED BY _____ **TITLE** _____ **DATE** _____
CREDIT CARD # _____ **EXP DATE** _____

CREDIT CARD, CHECK OR MONEY ORDER MUST ACCOMPANY THE ADVANCE ORDER, OR BE RENDERED PRIOR TO THE CLOSE OF THE SHOW
NO EXCEPTIONS PLEASE

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