

# UTILITY SERVICE ORDER FORM

1000 19th Street | Virginia Beach, VA | 23451-5674 | Phone (757) 385-2000 | Fax (757) 437-2079

**ONLY CREDIT CARD ORDERS MAY BE FAXED | ADVANCE ORDER DEADLINE: 7 DAYS PRIOR TO EVENT  
PLEASE SEE REVERSE SIDE FOR POLICIES & REGULATIONS**

Name of Event: \_\_\_\_\_ Booth #: \_\_\_\_\_

Event Dates: \_\_\_\_\_ Exhibiting Company: \_\_\_\_\_

Authorized Person: \_\_\_\_\_ E-mail: \_\_\_\_\_

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

City, State, ZIP: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

	ADVANCE ORDER (7 days prior)	FLOOR ORDER	QUANTITY	AMOUNT
<b>120 Volts Single Phase</b>				
2000 Watts—20 Amps	\$85.00	\$105.00		
<b>208 Volts Single Phase</b>				
30 Amps	\$240.00	\$310.00		
50 Amps	\$330.00	\$430.00		
100 Amps	\$420.00	\$545.00		
200 Amps	\$570.00	\$745.00		
<b>208 Volts Three Phase</b>				
30 Amps	\$340.00	\$445.00		
50 Amps	\$430.00	\$565.00		
100 Amps	\$520.00	\$680.00		
200 Amps	\$670.00	\$875.00		
300 Amps	\$760.00	\$990.00		
400 Amps	\$850.00	\$1,110.00		
<b>480 Volts Three Phase</b>	Upon Request—Call for Pricing			
<b>Water Service—Exhibitor Must Supply Hose Lines</b>				
Per Hookup—See Guidelines	\$75.00	\$100.00		
<b>Compressed Air</b>	Upon Request—Call for Pricing			
<b>Extension Cords</b>	Available in the Business Center			
<b>Total Utility Order</b>				

**METHOD OF PAYMENT WE DO NOT ACCEPT PURCHASE ORDERS**

**ACCEPTABLE FORMS OF PAYMENT:**  CASH  VISA  MASTERCARD  CHECK  AMEX

Credit card issued to: \_\_\_\_\_ Day phone #: \_\_\_\_\_

Credit card number: \_\_\_\_\_ V-Code: \_\_\_\_\_ Expiration date: \_\_\_\_\_

Signature: \_\_\_\_\_ Fax number: \_\_\_\_\_

Make checks payable to: Virginia Beach Convention Center | Tax ID number: 54-0722061

**TOTAL PAYMENT MUST ACCOMPANY THIS FORM**

**PLEASE DO NOT MAIL THIS FORM IF FAXING ORDER WITH CREDIT CARD PAYMENT**

# IMPORTANT CONDITIONS AND REGULATIONS

## Code Safety and Compliance

1. All equipment provided by exhibitor must comply with all National Electric Codes, as well as state, local and international safety codes.
2. The building engineer may refuse service to any requests deemed unsafe.
3. No two-wire (home use) extension cords are allowed.

## Right of Way and Access

1. Convention Center reserves an easement behind each exhibit booth for the purpose of distributing electrical service to neighboring booths.
2. Unless otherwise directed, Convention Center electricians are authorized to cut floor coverings to permit installation of service.
3. Wall, column and permanent building utility outlets are not a part of the booth space and are not to be used by exhibitors without advance approval.
4. Access to floor boxes is strictly prohibited.
5. Displays and service panels must be available and accessible for inspection at all times.

## Schedule

1. To qualify for advanced order rates, all orders must be received at the Convention Center no later than 7 days prior to event.
2. Contact the service desk upon your arrival to schedule connection of your appliance requiring service of 208 Volts or greater.
3. Power will be delivered on a first come, first serve basis.
4. Orders placed after move-in may not be guaranteed.
5. Power will be disconnected anytime after 10 minutes of show close. Please contact the building engineer if additional time is required to shutdown an appliance.

## Property

1. Certain supplies required to connect to the building service may be purchased from the Convention Center.
2. All distribution equipment is property of the Virginia Beach Convention Center and is not to be removed or otherwise tampered with by exhibitors.

## Limitation of Liability

1. The parties agree that implied warranties of merchantability and fitness for a particular purpose and all other warranties, expressed or implied, are excluded from this agreement. The City does not assume liability for damages of any type whatsoever or for the loss of anticipatory profits resulting from the installation, use, or interruption of the services or for damage of any sort whatsoever to user's goods or equipment arising from the installation, use or interruption of the services or any other cause whatsoever. The City shall not be held responsible for late installation or interruption of any services that may occur.

## Connection

1. Under no circumstances shall anyone other than the Convention Center Electrician make electrical connections to the Convention Center distribution system.
2. Hourly fees may apply for special wiring requirements.
3. Sharing power between booths is prohibited.

## Fees

1. Rates quoted for all connections cover only the bringing of service to the booth in the most convenient manner. This does not include connection of equipment or special wiring.
2. A minimum two hour installation charge will be assessed for any orders requested after show opening.

## Water

1. Furnished via garden hose connection in the exhibit hall.
2. Supply and drain are co-located at 60-foot intervals.
3. Consult with your show manager if you are unsure of your booth location and its proximity to water.
4. Supply and drain lines must be furnished by exhibitor.