

PLEASE PRINT OR TYPE Payment in full must be rendered before service is connected.

NAME OF EVENT _____ EVENT DATE _____ BOOTH # _____
EXHIBIT NAME _____ PHONE _____
ADDRESS _____ CITY _____ STATE _____ ZIP _____
AUTHORIZED PERSON _____ EMAIL _____
AUTHORIZED SIGNATURE _____ DATE _____

PAYMENT INFORMATION

☐ Check (enclosed) Make check payable to **Arlington Expo Center** Check # _____ Amount \$ _____

☐ VISA ☐ MasterCard ☐ AMEX ☐ Discover

Credit Card Account No. _____ Exp Date _____ CVV Code _____

Name on Card (please print) _____ Authorized Signature _____

Card Billing Address _____ City _____ State _____ ZIP _____

ELECTRICAL SERVICE CONNECTIONS *Deadline for Early Bird Rate: one week prior to move-in date

QUANTITY	DESCRIPTION					RATE	RATE*	AMOUNT	
	EXHIBIT HALL: 20 Amps / 120V 1Ø (duplex plug) – or – GRAND HALL: 500 watts (duplex plug) <i>contact us if additional power is required in GH</i> <i>For exact placement or under carpet placement, labor rates apply. Please complete Exhibitor Booth Installation Form.</i>					\$85	\$60	\$ _____	
QUANTITY	Max. KW Load	Circuit KW Load <i>*please provide</i>	Voltage	Phase 1Ø A	3Ø A	Neutral Required? <i>* Indicate Yes or No</i>			
	6 KW	_____	208	29	17	_____	\$200	\$150	\$ _____
	10 KW	_____	208	48	28	_____	\$250	\$200	\$ _____
	20 KW	_____	208	96	56	_____	\$325	\$275	\$ _____
	35 KW	_____	208	N/A	97	_____	\$350	\$300	\$ _____
<ul style="list-style-type: none">• Service of 100AMPS and greater not available at all locations. Additional cost to bring service to those areas will be assessed.• 480V available in very limited locations – call for pricing.• Internal electrical connections will incur labor rates billed in one-hour increments.									
	Labor (exact connection placement, placement under carpet, internal electrical connections, etc.)					\$40 / hour	-	\$ _____	
	20' Extension Cord and/or Multi-Outlet Assembly (DOES NOT INCLUDE ELECTRIC SERVICE)					\$15 / each	-	\$ _____	

AVAILABLE IN EXHIBIT HALL ONLY (Not available in all locations – contact Expo Center for availability. Additional labor rates may apply.)

COMPRESSED AIR

85 p.s.i. Exhibitor must furnish filter driers, regulators, & fittings to connect to 1/4" Milton Quick Connect. *Deadline for Early Bird Rate: 21 days prior to move-in.

QUANTITY	DESCRIPTION	RATE	EARLY BIRD RATE*	AMOUNT
_____	Initial Service Connection *Please provide equipment CFM _____	\$250	\$125	\$ _____
_____	Each Additional Service Connection	\$50	\$35	\$ _____

WATER/DRAINAGE CONNECTIONS

55-65 p.s.i. Service outlet 3/4" hose/faucet connection/FPT. Exhibitor MUST furnish necessary regulators and male pipe thread for connections.
*Deadline for Early Bird Rate: one week prior to move-in.

_____	Initial Service Connection	\$175	\$100	\$ _____
_____	Each Additional Service Connection	\$75	\$50	\$ _____
_____	Drainage Connection	\$150	\$75	\$ _____
_____	One-time Fill & Drain (500 gal. max)	\$175	\$150	\$ _____

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.

See additional **UTILITY SERVICES RULES & REGULATIONS**.

ORDER SERVICED BY: _____

SUB TOTAL \$ _____
8.25% SALES TAX \$ _____
*** LESS PAYMENTS** \$ _____
BALANCE DUE \$ _____

* Payment must accompany order to receive discount rates.

UTILITY SERVICES 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 City of Arlington for this service order shall remain the property of the City of Arlington and shall be removed ONLY by venue personnel at the close of the show.
4. Unless otherwise directed, venue personnel are authorized to cut floor coverings to permit installation of service.
5. The venue reserves the right to refuse connection to any exhibitor whose equipment is deemed unsafe by City of Arlington 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 & 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 & 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.



ARLINGTON
EXPO
CENTER

Exhibitor Booth Installation Form

Event Name: _____

Event Date: _____

Booth Name: _____

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 # _____									