

RETURN THIS FORM TO:  
PCCA/SMG ORDER PROCESSING  
1101 Arch Street  
Philadelphia, PA 19107  
Phone: (215) 418-2190  
Fax: (215) 418-2187  
utilities@paconvention.com



**Pennsylvania  
Convention Center**  
PHILADELPHIA

**NEOCON  
ADVANCE ORDER  
DEADLINE  
OCTOBER 4, 2015**

AN **SMG** MANAGED FACILITY

## ELECTRIC SERVICE ORDER

*(Please read instructions, explanation of services and regulations on reverse side)*

Exhibiting Firm: \_\_\_\_\_ Booth No.: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Exhibitor Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ E-Mail: \_\_\_\_\_

**CREDIT CARD AUTHORIZATION REQUIRED** for advance order, on-site charges, labor, and materials

Visa  MasterCard  Amex Account Number: \_\_\_\_\_ Exp Date: \_\_\_\_\_

Print Card Holder's name: \_\_\_\_\_ Signature: \_\_\_\_\_

Check enclosed #: \_\_\_\_\_ Amount: \_\_\_\_\_

### STANDARD 120 VOLT SERVICE

*Service originates at back center in line booths, Electrical Labor Order required for other location. Island & Peninsula Exhibits*

QTY	SERVICE	ADVANCE	STANDARD	24 HR ADD 50%	TOTAL
	500 watt service	\$115.00	\$155.00		
	1000 watt service	\$145.00	\$205.00		
	2000 watt service	\$190.00	\$255.00		
	OTHER	Call	Call		

### 208 VOLT MOTORS/MACHINERY

*Labor order and floor plans required for 208v Services. Labor and material charges will apply.*

QTY	SERVICE	ADVANCE	STANDARD	24 HR ADD 50%	TOTAL
	20 amp single phase	\$400.00	\$495.00		
	30 amps single phase	\$420.00	\$575.00		
	60 amps single phase	\$650.00	\$875.00		
	100 amps single phase	\$1,000.00	\$1,600.00		
	20 20amp three phase	\$500.00	\$580.00		
	30 amps three phase	\$525.00	\$785.00		
	60 amp three phase	\$775.00	\$1,085.00		
	100 amps three phase	\$1,250.00	\$1,725.00		
	OTHER	Call	Call		

### RENTAL LIGHTS

*Price includes power/installation/one time focus on Straight Time with lighting grid*

QTY	SERVICE	ADVANCE	STANDARD	TOTAL
	4' Track w/3 90watt lamps w/electric service /installation	\$165.00	\$255.00	
	8' Track w/3 90watt lamps w/electric service /installation	\$225.00	\$305.00	
	Each additional track lamp	\$20.00	\$30.00	
	LED Clamp Stem Light w/electric service /installation	\$125.00	\$170.00	
	Overhead Source 4 550w Par Can	\$650.00	\$900.00	

Email completed service order form along with floor grid and labor form to  
PCCA/SMG Utility Services Department at utilities@paconvention.com

**TO ORDER ON-LINE VISIT OUR WEBSITE AT**

[WWW.PACONVENTION.COM](http://www.paconvention.com)

<b>SUB TOTAL</b>	
<b>8% SALES TAX</b>	
<b>TOTAL</b>	

**\*ADVANCE RATE PRICING: SERVICE ORDER WITH PAYMENT IN FULL MUST ARRIVE PRIOR TO DEADLINE**

# PCC/SMG ELECTRIC SERVICE ORDER TERMS & CONDITIONS

## 1. INSTRUCTION FOR COMPLETING ORDER FORM

- a. Order must be typed or clearly printed, illegible forms will delay processing.
- b. Services requested at location other than back of booth must include proper forms and diagrams.
- c. For services and equipment not listed on the service order form, **call the PCC/SMG Utility Services Department for availability and quotes at (215) 418-2190 or e-mail [utilities@paconvention.com](mailto:utilities@paconvention.com)**

## 2. PAYMENT TERMS & CONDITIONS

- a. **Full payment is due with service order.** Credit Card Pre-authorization for on site charges, labor and materials is required when placing an order. Acceptable forms of payment are: company check (drawn on a U.S. bank) payable to **Pennsylvania Convention Center Authority**, (PCCA) and accepted credit cards. Service orders will not be processed without payment. Exhibiting firms with outstanding balances from prior events must submit payments, otherwise services will not be provided.
- b. Advance rates will be applicable to service orders complete with payment in full received by PCCA/SMG 21 days prior to event opening date or the deadline date noted on front of this form. Service orders received less than 21 days prior to opening date of event or orders received without payment will be billed at the standard rate.
- c. Third party billing is available upon request. Please contact the PCCA/SMG Finance Department at 215-418-4793 for approval.
- d. Outstanding balance for services will be automatically billed to the credit card on file.
- e. Credit will not be given for service installed and not used. Services canceled without 21 day prior written notice are subject to a cancellation fee of 25%.
- f. A \$25.00 handling charge will be assessed for returned checks due to insufficient funds.
- g. Cancellation of services must be received by PCCA/SMG Utility Services 21 days prior to the event.
- h. Rates are based on current wages and are subject to change without notice.
- i. **Claims** regarding services provided by PCCA/SMG will not be considered unless filed by customer issued prior to the close of show.
- j. **Refunds** of overpayments will be issued by submitting request to PCCA/SMG Finance Department within 30 days of the close of final invoicing.
- k. For unpaid balances on **pre-approved** invoices, terms will be net, due and payable upon receipt of invoice. Effective 30 days after invoice date, any unpaid balances will bear a **FINANCE CHARGE** at the lesser of the maximum rate allowed by law, or 1.5% per month by law. The finance charge shall automatically be reduced to the maximum rate allowed. Any excess finance charge received by the PCCA/SMG shall be applied to reduce the principal unpaid balance or refunded to the payer. This payment Terms & Conditions agreement shall be governed by and construed in accordance of the laws of the Commonwealth of Pennsylvania
- l. **International** exhibitors are required to make 100% pre-payment for services. Payment may be made by check in U.S. funds drawn on a U.S. bank or by approved credit card.
- m. For companies exempt from sales tax, PCCA/SMG requires an exemption certificate for the Commonwealth of Pennsylvania. Resale certificates are not valid unless re-billing charges to customers.

## 3. EXPLANATION OF SERVICE

- a. Rates shown for services are for the duration of event and includes installation to exhibitor booth in the most convenient manner, in most cases to the back center of an in line booth or perimeter of island and peninsula booths. All services originate from the floor unless otherwise noted or requested.
- b. Advance orders will be installed based on the schedule determined by the General Service Contractor and/or Show Management. On site orders will be processed in the order that they are received at the PCCA/SMG Service Desk.
- c. Electrical services will be turned off one hour after the close of show each day and restored one hour prior to opening. 24 hour electrical service is available for refrigeration, electronics and circulation pumps.

## 4. RULES & REGULATIONS FOR SERVICES

- a. Services provided may not be shared by multiple exhibits.
- b. All materials and equipment furnished by PCCA/SMG and/or its sub-contractors shall remain the property of PCCA/SMG and/or it's Sub-contractors.
- c. PCCA/SMG and/or its sub-contractors are authorized to cut floor coverings to gain access to utility floor ports and permit the installation of service.
- d. PCCA/SMG or its sub-contractors are not responsible for interruption or fluctuation of services.
- e. All equipment provided by customer shall be compliant with the National and Philadelphia Electrical and Building Codes and PCCA/SMG safety standards. All equipment is subject to inspection and approval by PCCA/SMG prior to connection to service.
- f. Customer is responsible for any lost or damaged equipment supplied by the PCCA/SMG.