

CHARLESTON AREA CONVENTION CENTER



HOW TO ORDER ELECTRICAL SERVICES

We at the Charleston Area Convention Center hope the information provided in this section of our CACC website will put you at ease as you order temporary electrical utility services for your next event. However, do not hesitate to contact us at 843-529-5026 if we can be of further assistance.

Option 1 – Ordering Low Power Services: 120 volt outlet up to 2400 watts/20 amps (low power on the Service Order form)

Description:

Any piece of equipment that plugs into a standard wall outlet, in your home or office “in the U.S.”, will require 120 volt power. This includes lights, most office equipment, residential cooking appliances and motors. Please note that some will be rated in wattage and some will be rated in amperage.

What to look for:

You can determine the rating by looking on the back or bottom of your equipment for a plate or stamp that many times will appear as listed below:

<p>120V 1PH 60 Hz 1000W</p>

**120 Volt Single Phase
60 Cycles (USA) 50 Cycles (Europe)
1000 Watts**

<p>120V 1PH 60 Hz 15A</p>

**120 Volt Single Phase
60 Cycles (USA) 50 Cycles (Europe)
15 Amps**

Calculating your low power needs:

Determine the total wattage of your equipment and order the appropriate 120 volt power.

Example: For your lights, simply total the wattage of each bulb. If you have ten (10) 100 watt lights, you would order (1) 1000 watt outlet.

Please note: The Center’s standard outlet is 20 amp / 2400 watt. You should only load this to a 16 amp / 2000 watts to avoid tripping. If equipment needs exceed the above listed amount, an additional connection must be ordered.

Labor:

Normally, no additional labor, from the Center, will be required for low power.

Option 2 – Ordering High Power Services:

208 volt and 480 volt power (high power on the Service Order form)

Description:

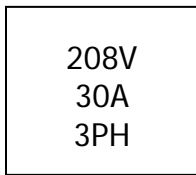
Equipment requiring high voltage power ranges from heavy machinery to industrial cooking devices. They are usually rated at 208 volt, however; other typical voltages are 220 volt, 230 volt and 480 volt.

Center Limitations:

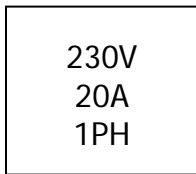
Unfortunately, we do not have 220 or 230 volt available. However, most equipment will operate using 208 volt supply.

What to look for:

You can determine the rating by looking at the back or bottom of your equipment. It will tell you the amperage, voltage and phasing. Many times the stamp will appear as listed below:



**208 Volt
30 Amps
Three phase**



**230 Volt
20 Amps
Single phase
Your equipment may be labeled 230v. MOST equipment is fully functional on 208 volts.**

Calculating your needs:

Please note that based upon the rating, order a separate connection for each piece of equipment.

Example: If you have two – 30 amp / 208 volt pieces of equipment, you may order a three phase 60 amp, as long as both pieces of equipment will be in the same booth and available for hookup at the same time.

Center Labor Requirements:

Labor will be required if you have a specific layout for your booth that requires specific points for power to be located.

Please refer to our Electrical Service order form for information on electrical technician labor.

General Information for Low and High Power:

In line and peninsula booths will find their outlets located on the floor at the rear drape line of the booth. Island booth outlets are brought to “one” location, by the Center, in the booth and then you can distribute from that point.