

**CHARLESTON AREA CONVENTION CENTER**

Attn: Building Services Department

5001 Coliseum Drive - North Charleston, SC 29418

Phone: (843) 529-5026

Email: ServiceDesk@NorthCharlestonColiseumPAC.com

Fax: (843) 529-5080

ADVANCED RATES APPLY ONLY TO ORDERS RECEIVED A MINIMUM OF 14 DAYS PRIOR TO FIRST SCHEDULED LOAD-IN DAY

Event:
Exhibitor Name:
Contact Person:
Telephone:

Event Date:
Booth/Event Space:
Email Address:
Fax:

Qty	Service Description	Advanced Rate	Standard Rate	Total
ELECTRICAL				
	120 Volt up to 2400 Watts/20 Amp Outlet	\$75	\$100	
	208 Volt, 20/30 Amp, Single Phase	\$160	\$200	
	208 Volt, 60 Amp, Single Phase	\$230	\$300	
	208 Volt, 60 Amp, Three Phase	\$400	\$500	
	208 Volt, 100 Amp, Single Phase	\$460	\$575	
	208 Volt, 100 Amp, Three Phase	\$670	\$875	
	480 Volt, 60 Amp, Three Phase	\$750	\$950	
	Ballroom Band Connection	\$175	\$225	
	Ballroom Production Power, 400 Amp	---	\$1,000	
	Equipment Sales: 25' Extension Cord	---	\$15	
	Equipment Sales: 6 Outlet Power Strip	---	\$10	

Qty	Service Description	Advanced Rate	Standard Rate	Total
INTERNET				
	Wireless: Basic - 512k	\$75	\$100	
	Wireless: Show - 1 Mbps	\$150	\$175	
	Wireless: Stream - 3 Mbps	\$400	\$425	
	Wired: Basic - 512k	\$100	\$125	
	Wired: Show - 1 Mbps	\$200	\$225	
	Wired: Stream - 3 Mbps	\$500	\$525	
	Premium: 5 Mbps (includes 1 hardline)	---	\$750	
	Premium: Each Additional Mbps	---	\$150	
	Premium: Each Additional Hardline	---	\$25	

Complimentary Wi-Fi powered by WOW! Business is available for casual use in the CACC lobby area and is not recommend for mission critical services such as product presentation or demonstration.

PLUMBING				
	Compressed Air: First Connection	\$125	\$200	
	Compressed Air: Each Additional Connection	\$75	\$125	
	Water: First Connection	\$100	\$150	
	Water: Each Additional Connection	\$50	\$75	
	Water Fill & Drain: First 500 Gallons	\$100	\$150	
	Water Fill & Drain: Additional 100 Gallons	\$20	\$30	

TELEPHONE				
	Standard Analog Line (excluding phone set)	\$200	\$300	
	Equipment Rental: Single Line Sets	---	\$30	
	Equipment Rental: Multi-line Sets	---	\$75	

TECHNICIAN LABOR: Special placement, repairs & services will require pre-paid labor. Labor must be purchased in 1-hour increments.

	Monday - Friday, 8 AM - 5 PM	---	\$55/hour	
	Monday - Friday, 5 PM - 8 AM & Saturday	---	\$75/hour	
	Sunday & Holidays	---	\$95/hour	

Description of work:

**Submit completed order form with payment to information above
Service Rules & Regulations on back of form**

Order Total:

Normal hardware to suspend items will be supplied by the CACC at an additional charge. To facilitate your order, please provide the following information:

Item Description:**Material Type:****Size & Weight / Quantity:**

Exhibitor is responsible for verifying with Show Management that rigging is allowed

All rigging must comply with Show Management policies

Orders are subject to approval & must be supervised/installed by CACC personnel

PAYMENT AUTHORIZATION

Credit Card Number:
Expiration Date / Security Code:
Name on Card:

Billing Address:
City / State / Zip Code:
Signature:

Check Number: Made payable to CACC

Cash Tendered:

GENERAL REGULATIONS

1. **THERE WILL BE NO RESALE OR SHARING OF ANY SERVICES PURCHASED.**
2. All order form information must be completed in full for the order to be processed. Incomplete order forms could result in processing and service installation delays.
3. **ADVANCE ORDERS:** To receive advance rates, orders and payment must be received a minimum of 14 days prior to the first scheduled move-in day.
4. **CREDIT WILL NOT BE GIVEN FOR SERVICE INSTALLED AND NOT USED.** Notice of cancellations must be received prior to scheduled move-in day in order to receive credit.
5. Rates quoted for all connections cover only the installation of the service to the booth in the most convenient manner as determined by the Charleston Area Convention Center (CACC) and DO NOT include connecting equipment to provided services. Special placement or relocation of service will result in a pre-paid labor charge.
6. All materials and equipment furnished by or rented from the CACC shall remain within the Facilities and shall not be removed.
7. Under NO circumstances shall anyone other than the CACC Technical Personnel open any floor box or make any modifications or alterations to any equipment or materials furnished by the CACC.
8. **OBSTRUCTIONS BLOCKING UTILITY FLOOR BOXES ARE SUBJECT TO RELOCATION AS NECESSARY.** Unless otherwise directed, CACC personnel are authorized to cut floor coverings to permit installation of service.
9. Claims will not be considered unless filed in writing prior to close of the show.
10. Prices are subject to change without notice.

ELECTRICAL - SERVICE INSTALLATION AND EQUIPMENT

1. CACC reserves the right to refuse connection to any exhibitor whose equipment is deemed unsafe by the CACC Electrical Supervisor.
2. All equipment, regardless of source of power, must comply with the National Electrical Code, all Federal, State and Local Safety Codes.
3. Use of open clip sockets, latex or lamp cord wire, unapproved duplex or triplex attachment plugs in exhibits is prohibited.
4. Wall, column and permanent building utility outlets are not a part of booth space and are not to be used by exhibitors unless specified otherwise.
5. Under NO circumstances shall anyone other than the "House Electrician" make electrical connections to house equipment.
6. Special equipment requiring company engineers or technicians for assembly, servicing, preparatory work and operation may be executed without the "House Electrician", however, all service connections and overload protection to such equipment must be made by the "House Electrician" only.
7. 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.
8. All exhibitors' 120v 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.
9. All electrical services are to be billed to the next greatest wattage for the load connection; i.e. 15amp 208v single phase = 20amp 208v single phase.
10. Power needed to assemble and disassemble your exhibit must be purchased.

TELECOMMUNICATIONS – SERVICE INSTALLATION AND EQUIPMENT

1. The exhibitor is responsible for ALL telephone calls charged to their line(s).
2. Long Distance calls, Directory Assistance calls and other services will be billed at the rate of \$.25/min. Long Distance calls are billed on a PER MINUTE basis. Directory Assistance calls are billed on a PER CALL basis.
3. All telephones within CACC are restricted from dialing 976 and 900 numbers. All are allowed 911 calls.
4. The exhibitor will be responsible for all telephone equipment / materials while in their possession. Equipment and Materials must be picked up and returned by exhibitor at the Service Desk. **EQUIPMENT NOT RETURNED, OR DAMAGED WHILE IN THE POSSESSION OF EXHIBITOR, WILL RESULT IN A REPAIR / REPLACEMENT CHARGE TO BE BILLED AS FOLLOWS: Single Line Sets - \$ 50.00 / Multi-Line Sets - \$ 500.00**
5. All equipment provided by exhibitor must be Touch Tone capable and meet F.C.C. Regulations. The CACC assumes no responsibility for any equipment or material provided by the exhibitor.
6. We do not guarantee higher transmission speeds unless the Premium Internet Connection is purchased.
7. All wireless connections must be approved or purchased through CACC.
8. Premium Service is sold in Mb increments and bandwidth is determinate based on intended use and amount of users. It is delivered via a single 100baseT Ethernet cable or wireless. Servers are allowed (excluding wireless).
9. For multiple Internet connections, please contact the Telecommunications department at 843-529-5038.
10. Computers that are in a different area than that of the server will be patched using the CACC infrastructure, at a cost of \$20.00 per port.

PLUMBING – SERVICE INSTALLATION AND EQUIPMENT

1. CACC reserves the right to refuse connection to any exhibitor whose equipment is deemed unsafe by the CACC Plumbing Supervisor.
2. Compressed air will be turned on 1 hour prior to show opening and turned off at show closing time daily.
3. If air and water pressures are critical, it is recommended that the exhibitor supply a pressure regulator. The CACC cannot guarantee minimum and maximum pressure.
4. All equipment must comply with the Southern Building Code, all Federal, State and Local Safety Codes.
5. Compressed Air: 20 CFM, 115-120lbs. / Exhibitor must provide regulator, filter/dryer, and connection to ½" male NPT
6. Water: Minimum pressure 45psi / Exhibitor must provide connection to ¾" hose bib connection in back of booth.

RIGGING – SERVICE INSTALLATION AND EQUIPMENT

1. Date of installation and removal may vary depending on the quantity of orders received and how many move-in days the event may have.
2. Assembly of item(s) is not performed by CACC personnel, and must be completed before item will be suspended.
3. Please attach any blueprints, booth diagrams, sketches, or drawings that may help us understand your needs. If you have any special requirements, contact Building Services at (843) 529-5026.