



# SAVANNAH CONVENTION CENTER

1 International Drive, Savannah, GA 31421 Phone: (912) 447-4710

## ELECTRICAL & UTILITY ORDER FORM

Customer or Firm: \_\_\_\_\_ Event Dates(s): \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_ Event/Show Name: \_\_\_\_\_  
 City, State, Zip: \_\_\_\_\_ Phone #: \_\_\_\_\_  
 Authorized Contact Name: \_\_\_\_\_ Authorized Signature: \_\_\_\_\_  
 Email Address: \_\_\_\_\_ **BOOTH #**

*Online/Advance Rates are ONLY available by ordering online at SAVTCC.COM*

*Online/Advance Rate expires 5 days prior to show opening.*

*See terms and conditions on reverse page for additional information to receive online/advance rates.*

*For questions or assistance with placing your online order, please call 912-447-4710*

QTY	120 VAC	NEMA #	Floor Rate	Total
	10 amp (up to 1000 w)		\$120.00	\$
	20 amp (up to 2000w)		\$160.00	\$
	<b>208V 1Phase</b>			
	20 amp		\$350.00	\$
	30 amp		\$525.00	\$
	60 amp		\$900.00	\$
	100 amp		\$1,000.00	\$
	<b>208V 3Phase</b>			
	30 amp		\$750.00	\$
	60 amp		\$1,300.00	\$
	100 amp (cams or tails)		\$2,000.00	\$
	<b>Other (Please Specify)</b>			

Call for prices and availability of services not listed

Subtotal \$  
Total \$

QTY	ADDITIONAL SERVICE	Floor Rate	Total
	Extension Cord	\$20.00	\$
	Power Strip	\$20.00	\$
	Fire Extinguisher	\$75.00	\$
	Compressed Air: (1/4" & 1/2" quick-connect)	\$300.00	\$
	Water: Fill & Drain service per 500 gallons (std hose bibb connection)	\$200.00	\$
	***Note: A pump is NOT provided by the Center drainage after show***		
	***A Labor charge will be incurred if the Center provides a pump after show drainage***		

Subtotal \$  
Tax (7%) \$  
Total \$

QTY	LABOR: (1) Hour Min. labor required to direct wire (wire/hard) appliances	Rate	Total
	Standard	\$47.50	\$
	Overtime	\$68.75	\$

Other labor (standby, perform required disconnects, etc. after hours/holidays) will incur premium charges: See Event Manager for details

Subtotal \$

**TOTAL FOR ALL SERVICES \$**

### Payment Information

Credit Card #: \_\_\_\_\_ Exp: \_\_\_\_\_  
 Billing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_

*For Questions or assistance with placing your online order, please call 912.447.4710*



### GENERAL TERMS AND CONDITIONS

1. Full payment must be rendered prior to service delivery. Refunds are processed within 5 business days of cancellation.
2. Online/Advance orders must be received at least 5 days prior to the scheduled show opening date to receive discount.
3. Credit will not be given for service which has been ordered and installed, but not used.
4. Notice of cancellation must be received at least two business days prior to show opening to be eligible for refund.
5. All material and equipment furnished by Savannah Convention Center pursuant to this Service Order remain Center property and must be returned at close of the event.
6. Prices cover service delivery to the booth/space in the most convenient manner, and do not include connecting equipment or special wiring. Special services, such as placing cords or relocating service will be subject to labor charge/fee.
7. Service outlet size will be determined by the volume required.
8. Wall, columns, and permanent building utility outlets are subject to the same pricing and installation requirements.
9. Claims will not be considered unless filed by the exhibitor prior to close of show.
10. All equipment to be connected by Center must comply with federal, state and/or local codes.
11. Only Center technicians are permitted to make service connections.
12. Electrical devices and equipment must be properly tagged with information as to current type, voltage, phase, horsepower, NEMA configuration etc. Equipment using water must have inlet(s) and outlet(s) properly tagged.
13. Please include NEMA plug configuration / Booth Diagram, where applicable. Labor Rates may apply.
14. Exhibitor-provided extension cords must be UL-approved 3-wire, grounded type. All exposed non-current carrying metal parts of fixed equipment which are liable to be energized must be grounded.
15. A separate connection fee will be paid for each piece of equipment or device using connected services, whether connected direct or otherwise.
16. Listed compressed air and water service pressures are nominal and may vary. If compressed air and/or water service pressure are critical, Center recommends the exhibitor arrange for installation of a pressure regulator valve. **Please note that compressed air and water service is limited to selected areas in the Exhibit Hall only.**
17. With all water services provided by the Center, the exhibitor is responsible for providing a pump to properly drain water in a designated area approved by the Center.
18. Unless otherwise noted, Center electricians will not cut floor coverings to permit service installation.
19. Center will not be responsible for presence of water or condensates in compressed air lines or service equipment.
20. Overhead Electrical Service: Must be ordered 5 days in advance and will incur 50% surcharge.
21. When 24-hour service is NOT required, exhibitor is expected to turn in equipment off at the end of the day.

**Please address questions or comments to:**

Savannah Convention Center  
Attn: Customer Service  
1 International Drive, Savannah, GA 31421  
Phone: (912) 447-4710



# SAVANNAH CONVENTION CENTER

1 International Drive, Savannah, GA 31421 Phone: (912) 447-4710  
BOOTH CLEANING ORDER FORM

October 2018

Customer or Firm Name: _____	Event Date(s): _____
Mailing Address: _____	Event/Show Name: _____
City, State, Postal: _____	_____
Authorized Contact Name: _____	Phone: _____
Authorized Signature: _____	Fax: _____
Email Address: _____	Booth # <input type="text"/>

*Online/Advance Rates are only available by ordering online at **WWW.SAVTCC.COM***

*Online/Advance Rate expires 5 days prior to show opening.*

*See terms and conditions on reverse page for additional information to receive online/advance rates.*

	Date	Start Time	End Time	Total Hours	# of days	Square Feet	Per Square Foot	
							Floor Rate	Total
One Time Pre - Show Vacuum							\$0.30	\$
Daily Vacuum & Trash Removal							\$0.25	\$
							<b>Total</b>	\$

*Taxes do not apply for Labor services.*

Notes: All cleaning services are provided exclusively by Center.

### PAYMENT INFORMATION:

Please send this completed form with payment (check, AmEx, MasterCard or Visa) to the above address.

Make checks payable to: *Savannah International Trade & Convention Center.*

CC: \_\_\_\_\_ Exp: \_\_\_\_\_

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

\_\_\_\_\_ Zip: \_\_\_\_\_

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

*For questions or assistance with placing your order online, please call 912-447-4710.*



# SAVANNAH CONVENTION CENTER

## BOOTH CLEANING SERVICES GENERAL TERMS AND CONDITIONS

1. Full payment must be rendered prior to service delivery. Refunds are processed within 5 business days of cancellation.
2. Online Advance orders must be received at least 5 days prior to the scheduled show opening date to receive discount.
3. Online rate service orders and requests for refunds must be received at least five days prior to the scheduled event opening date.
4. Credit will not be given for service which has been ordered and rendered.
5. All material and equipment furnished by Savannah Convention Center for this service order remain property of Center and shall be removed only by Center staff at close of the event.
6. Claims will not be considered unless filed by customer prior to close of event.
7. Prices for service are based upon current rates and are subject to change without notice.
8. All equipment to be connected by Center staff must comply with federal, state and local safety codes.
9. Customer will use Center equipment in a careful and proper manner and in accordance with manuals or instructions provided by Center or manufacturer/supplier. Customer shall not make any alteration, attachment or addition to Center equipment.
10. Customer shall be liable for any loss or damage to the Equipment arising from Customer's act or negligence, modification, misuse or other cause within customer's reasonable control. In the event of any loss or damage to the equipment for which customer is liable, Customer shall reimburse Center for reasonable costs of repair or replacement.
11. This agreement and any attached supplement(s) constitute the entire agreement between the parties hereto and supersede any and all prior oral or written discussion or agreement. This Agreement may be amended only by a written agreement executed by both parties.
12. The Agreement shall be construed under the laws of Chatham County and the State of Georgia.

**Please address questions or comments to:**  
Savannah Convention Center,  
Attn: Customer Service  
1 International Drive, Savannah, GA 31421  
Phone: (912) 447-4710



SAVANNAH  
CONVENTION CENTER

Submit orders online at [www.savtcc.com](http://www.savtcc.com)

Customer Service: 912.447.4710

Engineering Department: 912.447.4088

## 10x10 Booth Layout

Back of Booth


Front of Booth

Show Name: \_\_\_\_\_ Booth #: \_\_\_\_\_

Company Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Contact Name: \_\_\_\_\_