

MAIL ORDER FORM AND CHECK TO:



ONE CIVIC CENTER PLAZA
HARTFORD, CT 06103
(860) 249-6333
(860) 241-4226 FAX

APPLICATION FOR ELECTRICAL SERVICE

CONDITIONS

1. All equipment regardless of source of power, must comply with all federal, state and local safety codes and U.L. requirements.
2. All equipment must be properly tagged and wired with complete information as to type of current, voltage, phase, cycle, horsepower, etc.
3. All material and equipment furnished or purchased by XL Center for this service order shall remain the XL Center's property and shall be removed **ONLY** by the XL Center at the close of the show.
4. Wall, column and permanent building utility outlets **are not** a part of booth space and **are not** to be used by exhibitors.
5. Unless otherwise directed, XL Center electricians are authorized to cut floor coverage to permit installation of service.
6. Standard building voltages are: 120 Volts, 208 Volts, 277 Volts and 480 Volts.
7. The Electrician **MUST** be an XL Center Electrician(s).

PAYMENTS

1. **Advance Orders:**
The XL Center will not bill for this service. A Check, MasterCard, Visa or American Express number **MUST** accompany your advanced order. ***NO Cash Accepted.**

****If a check is sent, it NEEDS to CLEAR your bank prior to electric being placed in your booth.**

Floor Orders:
For onsite electrical or labor orders, a MasterCard, Visa or American Express card must be presented prior to services being provided. ***Checks & Cash are NOT Accepted.**

2. Electrical orders must be received a minimum of **ten (10)** days prior to exhibitor arrival for move in. Any orders placed after that are subject to a late order fee.

****If a check is sent, it NEEDS to CLEAR your bank prior to electric being placed in your booth.**

3. Prices include bringing circuits to the rear of the booth; should it be necessary to run lines into the booth or hook up motors or panels, a labor order must be placed at the Service Desk when your equipment is ready for such work. This work will be performed on a time and material basis.

Labor Rate: Straight Time = 8:00 am to 3:30 pm
Monday through Friday \$50.00

Overtime: All other hours worked on Weekdays, Saturdays, Sundays, and Holidays \$95.00

CLAIMS WILL NOT BE CONSIDERED UNLESS FILED BY EXHIBITOR BEFORE THE CLOSE OF THE EXPOSTITION.

One Civic Center Plaza, Hartford, CT 06103
Main Phone (860) 249-6333 * Fax (860) 241-4226

Please Make Sure you COMPLETE the Address Portion when using credit card or your request won't be processed until all information is available.

Show Name:	Show Dates:	Booth #:
_____	_____	_____
Company Name:	Phone:	Fax:
_____	_____	_____
Address:	City:	State: Zip Code:
Billing Address for Credit Card if different from Address above:		
_____		State: Zip Code:
Contact Person:	Title:	
_____	_____	

Payment Method: (please see the attached sheet for payment conditions)

Check or Money Order enclosed. Make Payable to **XL Center/AEG Management CT LLC** : Visa MasterCard AmEx

**I also authorize any unpaid balances to be charged to my credit card*

- - - Expires
 Month / Year -

***3 Digit Security Code Needed in order to process VISA & MasterCard Requests

***4 Digit Security Code Needed in order to process AMEX requests

Name as it appears on card (Please Print)

Cardholder Signature

Date

QTY	120 VOLT SERVICE	ADVANCE* RATE	FLOOR* ORDERS	COST
	Outlet 0 to 2000 watts	\$90	\$115	
	0 to 20 amps			
*Note: You get one (1) unit with one (1) plug.				
LIGHTING				
	1000 watt par can (each)(includes power)	\$115	\$135	
MOTORS & EQUIPMENT OUTLETS				
Circle One: 208 Volt (1) Phase or (3) Phase				
	20 amp up to 1 HP - 3 HP	\$150	\$235	
	30 amp up to 2 HP - 5 HP	\$225	\$310	
	40 amp up to 3 HP - 7 HP	\$300	\$385	
	60 amp up to 7 HP - 9 HP	\$525	\$610	
	100 amp up to 10 HP - 20 HP	\$725	\$810	
DSL SERVICE				
	Wireless Internet - One (1) Account	\$50	n/a	
	Hard Wire DSL - One (1) Line	\$150	n/a	
MAT'L & LABOR SPECIAL ELECTRICAL SERVICE				
1.				
2.				
Total Due to XL Center/AEG Management CT LLC =				

(All labor is charged in 1 Hour increments)

Monday - Friday: Straight Time
8:00 am - 4:00 pm ---- \$50/hr.

OVERTIME

All other non-show hours, weekends, Saturdays, Sundays & Holidays ----\$95/hr.

Additional Labor is charged for the following but not limited to:

- * Code violation corrections
- * Equipment operations
- * Install/remove electrical cords under carpets & display work
- * Install/remove strobe lights
- * Special Electric Service

- ★ Electrical power will be turned on 1/2hr. before show, and turned off immediately following show closing.
- ★ Forklifts available upon request.
- ★ All 24-hour service orders must add 100%
- ★ All orders not received 10 days before show opening will be considered a floor order.

*Includes Labor

Please send payment to the XL Center at the address shown above.

TELEPHONE SERVICE INFORMATION

Exhibitor telephone service is **ordered** and **paid** DIRECTLY through Total Communications.

Contact person is: Madelyn Gaven
(800) 300-0824 x24119 or (860) 622-4119