



Electrical Service Order Form

Advanced Price Deadline: In order to receive advance rates, orders must be received with payment in full, a minimum of 14 days prior to the first move in date. Orders received after that date or without payment are required to pay standard rates. Checks for services in advance will be honored if received 7 days prior to the first move in date of the show. If you are paying for advance rates via check, the postmark date must be prior to or on the advance date. If services need to be paid for by check and there are less than 7 days before the first move in date, payment will need to be done on-site.

Remit to: SMG - Oklahoma City Convention Center

Event Name:

Mail Orders & Payment to: 100 Mick Cornett Drive, Oklahoma City, OK 73109

Event Date(s):

Phone: (405) 768-4616

Email: exhibitorservices@okconventioncenter.com

****Credit card payments must be completed through our secure online ordering system at <https://okconventioncenter.boomerecommerce.com>**

Ordering Company Contact Information

Company Name: _____

Exhibiting Company Booth #(s): _____

Company Address: _____

City: _____ State: _____ Zip: _____

Order Contact Name: _____ Phone Number: _____

Order Contact Email Address: _____

Electrical Services & Pricing

Outlet Type	Quantity	Advance Price	Standard Price	Total
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120 VOLT

5 Amps	_____	\$90.00	\$117.00	\$ _____
10 Amps	_____	\$110.00	\$143.00	\$ _____
20 Amps	_____	\$150.00	\$195.00	\$ _____

208 VOLT SINGLE PHASE

20 Amps	_____	\$186.00	\$241.80	\$ _____
30 Amps	_____	\$237.00	\$308.10	\$ _____
40 Amps	_____	\$321.00	\$417.30	\$ _____
50 Amps	_____	\$400.00	\$520.00	\$ _____
60 Amps	_____	\$424.00	\$551.20	\$ _____
100 Amps	_____	\$597.00	\$776.10	\$ _____

208 VOLT THREE PHASE

20 Amps	_____	\$249.00	\$323.70	\$ _____
30 Amps	_____	\$326.00	\$423.80	\$ _____
40 Amps	_____	\$415.00	\$539.50	\$ _____
50 Amps	_____	\$537.00	\$698.10	\$ _____
60 Amps	_____	\$568.00	\$738.40	\$ _____
100 Amps	_____	\$788.00	\$1,024.40	\$ _____
200 Amps	_____	\$1,905.00	\$2,572.00	\$ _____

400 Amps _____ \$4,029.00 \$5,123.00 \$ _____

RENTAL ITEMS

Extension Cords _____ \$20.00 \$20.00 \$ _____

Power Strips _____ \$20.00 \$20.00 \$ _____

LABOR

Electrician - Straight Time _____ \$50.00 per person/per hour \$50.00 per person/per hour \$ _____

Electrician - Overtime _____ \$75.00 per person/per hour \$75.00 per person/per hour \$ _____

**Straight Time is Monday - Friday, 8:00 am - 4:30 pm (excluding holidays)

**Overtime is Monday - Friday, 4:30 pm - 8:00 am and all day Saturdays, Sundays, & holidays

GRAND TOTAL: \$ _____

Special Requirements

For connections other than those listed, prior arrangements must be made with the electrical supervisor.

If special electrical plugs are required, exhibitor is responsible for furnishing the associated wiring schematics and required connectors. Exhibitor is responsible for labor and materials associated with connecting and disconnecting.

Please provide specific requirements in the space below. List device, amperage, volts, and phase.

Service will be brought to the rear of the booth in the most convenient manner, unless otherwise indicated on the grid below.

Please indicate the following:

Location of the main power drop: Power needs to be distributed from one location at which a panel or other piece of electrical equipment will be installed. It is recommended that this equipment be placed in a closet, under a table/desk, or in another location that keeps it out of sight. Please provide specific dimensions.

Location and load of all outlets: Please provide specific dimensions and wattages/amperages.

Booth Orientation: Please provide surrounding aisle and/or booth numbers, particularly for island booths. Also, please try to orient your booth to the overall floor plan so that the diagram does not have to be rotated.

Adjacent Aisle or Booth# _____

Adjacent Aisle or Booth # _____

Adjacent Aisle or Booth # _____



Electrical Service Terms & Conditions

- ◇ All exhibitors are required to check in at the service desk at the time of move in before service can be turned on.
- ◇ A standard electrical outlet consists of one single female plug. Service does not include adapters or special wiring. Labor is required for any and all electrical work over and above the installation of the main power drop.
- ◇ Labor charges will include the time for electricians to gather the necessary tools and material for the job, have their work checked by the client, and return the tools and material to the supply area.
- ◇ Exhibitors' cords must be a minimum of 14 gauge 3 wire with ground and must be flat when used for floor work. All multi-outlet devices (e.g. - power strips) must have circuit protection. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.
- ◇ Wall, column, and permanent building outlets are not part of the booth space and are not to be used by exhibitors. Unauthorized use of electrical services will be terminated or exhibitor must pay electrical service charges.
- ◇ The Oklahoma City Convention Center is not responsible for voltage fluctuations or power failures. If your equipment has strict tolerances for voltage, then you must bring your own regulating device.
- ◇ Under no circumstances shall anyone other than an Oklahoma City Convention Center employee make connections or disconnections.
- ◇ Electrical service will be provided to the booth in a location and manner that is safest and most convenient.
- ◇ Exhibitors are not permitted to share electrical service. All orders must be placed individually.
- ◇ All floor orders or changes must be made at the service desk.
- ◇ The electrical supervisor is obligated to refuse connection when wiring is not in compliance with federal, state, and local safety codes. Oklahoma City Convention Center reserves the right to inspect all electrical devices and connections to ensure compliance with all codes.
- ◇ All furnished materials and equipment remains the property of the Oklahoma City Convention Center or its assigned agent. All materials that are removed from the premises or damaged will be billed accordingly.
- ◇ Equipment problems must be reported immediately to the service desk.
- ◇ Claims will not be considered unless filed by the exhibitor prior to the close of the show.
- ◇ No credit will be issued for outlets installed but not used. If cancellation occurs before services are installed and written notice of cancellation is received by Exhibitor Services 72 hours before the first scheduled move-in date, a full refund will be issued.
ALL COMPLETED WORK IS SUBJECT TO FULL PAYMENT.



Plumbing Service Order Form

Advanced Price Deadline: In order to receive advance rates, orders must be received with payment in full, a minimum of 14 days prior to the first move in date. Orders received after that date or without payment are required to pay standard rates. Checks for services in advance will be honored if received 7 days prior to the first move in date of the show. If you are paying for advance rates via check, the postmark date must be prior to or on the advance date. If services need to be paid for by check and there are less than 7 days before the first move in date, payment will need to be done on-site.

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Phone: (405) 768-4616

Email: exhibitorservices@okcconventioncenter.com

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Ordering Company Contact Information

Company Name: _____

Exhibiting Company Booth #(s): _____

Company Address: _____

City: _____ State: _____ Zip: _____

Order Contact Name: _____ Phone Number: _____

Order Contact Email Address: _____

Plumbing Services & Pricing

Service	Quantity	Advance Price	Standard Price	Total
WATER CONNECTIONS				
Initial Service Connection	_____	\$174.00	\$222.00	\$ _____
Each Additional Service Connection	_____	\$90.00	\$120.00	\$ _____
FILL & DRAIN				
Fill & Drain 1 to 100 gallons	_____	\$90.00	\$120.00	\$ _____
Fill & Drain 101 to 250 gallons	_____	\$182.50	\$228.00	\$ _____
Fill & Drain 251 to 500 gallons	_____	\$360.00	\$450.00	\$ _____
COMPRESSED AIR CONNECTIONS				
Initial Service Connection	_____	\$186.00	\$234.00	\$ _____
Each Additional Service Connection	_____	\$109.50	\$138.00	\$ _____
GAS CONNECTIONS				
Initial Usage Fee	_____	\$228.00	\$276.00	\$ _____
Each Additional Service Connection	_____	\$102.00	\$132.00	\$ _____
LABOR				
Technician - Straight Time	_____	\$50.00 per person/per hour	\$50.00 per person/per hour	\$ _____
Technician - Overtime	_____	\$75.00 per person/per hour	\$75.00 per person/per hour	\$ _____

**Straight Time is Monday - Friday, 8:00 am - 4:30 pm (excluding holidays)

**Overtime is Monday - Friday, 4:30 pm - 8:00 am and all day Saturdays, Sundays, & holidays

GRAND TOTAL: \$ _____

Special Requirements

If special materials are required, exhibitor is responsible for furnishing those materials. Exhibitor is responsible for labor and materials associated with connecting and disconnecting.

Please provide specific requirements in the space below.



Plumbing Service Terms & Conditions

- ◇ All exhibitors are required to check in at the service desk at the time of move in before service can be turned on.
- ◇ Under no circumstances shall anyone other than an Oklahoma City Convention Center employee make connections or disconnections.
- ◇ Service will be provided to the booth in a location and manner that is safest and most convenient.
- ◇ Exhibitors are not permitted to share plumbing service. All orders must be placed individually.
- ◇ All floor orders or changes must be made at the service desk.
- ◇ All equipment using water must have inlet and outlet properly tagged.
- ◇ Water pressure may vary. No guarantee can be made of minimum or maximum pressures. If pressure is critical, exhibitors should arrange to have a pressure regulator valve installed.
- ◇ Our Plumbing Department is not responsible for color or sediment in water fill. If waste water for drain contains hazardous material, chemicals, or metals, it cannot be drained. Additional labor charges may be incurred if equipment leaks and/or endangers other property.
- ◇ Our Plumbing Department will not be responsible for moisture or water in air lines. Exhibitors should supply their own filter or other equipment to handle moisture or water. Exhibitors are not allowed to bring air compressors on the show floor.
- ◇ Connection rates listed cover bringing service from main line to booth and do not include connecting equipment. Electricity or electrical labor to connect and operate any plumbing apparatus is not included.
- ◇ All equipment must comply with federal, state, and local safety codes.
- ◇ All furnished materials and equipment remains the property of the Oklahoma City Convention Center or its assigned agent. All materials that are removed from the premises or damaged will be billed accordingly.
- ◇ Equipment problems must be reported immediately to the service desk.
- ◇ Claims will not be considered unless filed by the exhibitor prior to the close of the show.
- ◇ No credit will be issued for connections installed but not used. If cancellation occurs before services are installed and written notice of cancellation is received by Exhibitor Services 72 hours before the first scheduled move-in date, a full refund will be issued.
ALL COMPLETED WORK IS SUBJECT TO FULL PAYMENT.



Booth Security Order Form

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Ordering Company Contact Information

Company Name: _____

Exhibiting Company Booth #(s): _____

Company Address: _____

City: _____ State: _____ Zip: _____

Order Contact Name: _____ Phone Number: _____

Order Contact Email Address: _____

Exhibit Booth Security & Police Rate Schedule

Description	Rates	Requirement
<input type="checkbox"/> Police Officer	\$45.00 per hour	4 hour minimum
<input type="checkbox"/> Security Event Staff	\$20.25 per hour	4 hour minimum

POST	DATE	START TIME	END TIME	SUBTOTAL HOURS	LEAD TIME	TOTAL HOURS
<i>Example</i>	<i>1/1/20XX</i>	<i>8:00 AM</i>	<i>4:00 PM</i>	<i>8</i>	<i>0.5</i>	<i>8.5</i>
POST 1						
POST 2						
POST 3						
POST 4						
POST 5						
GRAND TOTAL HOURS + LEAD TIME:						

****LEAD TIME Calculation:** Lead time is calculated as **30 minutes for every 8 hour shift** for the security event staff or police officer to arrive to his/her post prior to the start of their actual shift & must be calculated into your final total.

Special Requirements

Please provide any special instructions in the space below.

****All orders MUST BE PLACED 72 HOURS PRIOR TO THE REQUESTED POST AND HAVE A CREDIT CARD ON FILE.**
Oklahoma City Convention Center will not begin work without a credit card on file.