



*Innovation Meets Here.*

22 E. Fifth Street, Dayton, OH 45402  
 Phone: 937.333.4700 Fax: 937.333.4711

## Utility Order Form

Name of Exhibition or Show: \_\_\_\_\_ Booth No. \_\_\_\_\_  
 Firm / Booth Name: \_\_\_\_\_ Show Date: \_\_\_\_\_  
 Address: \_\_\_\_\_ Phone No.: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Email: \_\_\_\_\_  
 Contact: \_\_\_\_\_ Signature: \_\_\_\_\_

Please submit orders as early as possible to facilitate accurate service

(Signature of requesting party on order form indicates understanding of the attached conditions)

**On-site rate applies to all orders received within 5 business days of event!**

### 110 Volt Electric Services

Qty.	Single Outlet	Pre-Order Rate	On-Site Rate	Totals
	Up to 500 Watts	\$55.00	\$75.00	\$
	Up to 1000 Watts	\$65.00	\$85.00	\$
	Up to 1500 Watts	\$75.00	\$95.00	\$
	Up to 2000 Watts	\$85.00	\$105.00	\$

### Special 208 Volt Electric Service

Single Phase				Three Phase				Totals
Amps	Qty	Pre-Order	On-Site	Amps	Qty	Pre-Order	On-Site	
10		\$73.00	\$105.00	10		\$105.00	\$135.00	\$
15		\$85.00	\$115.00	15		\$120.00	\$150.00	\$
20		\$100.00	\$130.00	20		\$135.00	\$165.00	\$
30		\$130.00	\$160.00	30		\$155.00	\$195.00	\$
40		\$150.00	\$180.00	40		\$175.00	\$215.00	\$
50		\$170.00	\$200.00	50		\$195.00	\$235.00	\$
60		\$195.00	\$225.00	60		\$215.00	\$255.00	\$
100		\$300.00	\$330.00	100		\$325.00	\$365.00	\$
<b>Mandatory Labor Fee for Special Services (Do not add for 110 Volt Service)</b>							\$45.00	\$
							<b>Grand Total</b>	

**BILLING INFORMATION:**



**CREDIT CARD BILLING INFORMATION**  
VISA or MasterCard ONLY



<b>CARD NUMBER</b> :	_____	<i>Billing Address and Name as it appears on your statements</i>	<b>Name</b>	_____
<b>EXPIRATION DATE</b> :	_____		<b>Address</b>	_____
<b>SIGNATURE</b> :	_____		<b>PO Box</b>	_____
			<b>City:</b>	_____
			<b>State:</b>	_____

<input type="checkbox"/>	(CHECK HERE IF PAYING BY CHECK) CHECK # _____ AMT\$ _____
<input type="checkbox"/>	(CHECK HERE IF PAYING CASH) RECEIVED BY _____ AMT\$ _____

**DAYTON CONVENTION CENTER  
IMPORTANT CONDITIONS AND REGULATIONS**

**PAYMENT NOTICE:**

**PREORDER RATES** apply only to orders paid in full and received 5 DAYS PRIOR TO THE FIRST SCHEDULED MOVE-IN DAY. **ON-SITE RATES** must be paid at move-in for all orders. **NO EXCEPTIONS. ALL ORDERS MUST BE PAID IN FULL WITH U.S. FUNDS BY OPENING OF FIRST DAY OF SHOW**

**CONDITIONS FOR PROCESSING SERVICE ORDER FORMS:**

- 1. Payment IN FULL, IN U.S. FUNDS, must accompany service order form.**
- 2. All order form information must be completed in full for order to be processed.**  
Incomplete order forms could result in processing and installation delays.
- 3. No service will be installed until full payment is received.**
- Any returned check will have a \$25.00 Return Check Fee.

**ANY DISCREPANCIES OR DEVIATIONS FROM ORIGINAL ORDER MUST BE BROUGHT TO THE ATTENTION OF THE DAYTON CONVENTION CENTER SERVICE DESK PRIOR TO THE OPENING OF THE FIRST DAY OF THE SHOW!**

## **ELECTRICAL SERVICE:**

1. Rates quoted cover bringing of service to back of booth and do not include connection your equipment.
2. All wiring or electrical work on exhibitor's display will be charged on time and material basis.
3. Tagging of equipment for proper voltage, phase, connection etc., is the exhibitor's responsibility.
4. Exhibitors using sensitive electronic equipment should provide their own power conditioning equipment.
5. Dayton Convention Center is not responsible for voltage or frequency variances.
6. Any motor 1/2 horsepower or larger must have a safety switch.
7. Any changes in location after initial installation will reflect a one hour minimum labor charge of \$45.00.
8. Due to Fire Code, NO electrical cords can be placed under carpet.

**IF YOUR DROP IS NOT IN PLACE WHEN YOU ARRIVE, PLEASE NOTIFY SERVICE  
DESK WHEN YOUR EQUIPMENT READY FOR CONNECTION!**

**Make Check Payable To and Return to :**

**Dayton Convention Center Utility Rental Department**