



DAYTON CONVENTION CENTER
 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 prompt 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
	Outlet Up to 1000 Watts	\$65.00	\$85.00	\$
	Outlet 1001 to 2000 Watts	\$85.00	\$105.00	\$

Special 208 & 220 Volt Electric Services

Single Phase				Three Phase				Total
Amps	Qty.	Pre-Order	On-Site	Amps	Qty.	Pre-Order	On-Site	
10		\$75.00	\$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	\$

Qty.	Item	Cost Each	
	Extension Cord	\$15.00	\$
	Power Strip	\$20.00	\$
Mandatory Labor Fee for Special Services (Do not add for 110 Volt Service)		\$55.00	\$
On-Site Mandatory Labor Fee for Special Services		\$75.00	\$
Grand Total (No Tax)			\$

PAYMENT INFORMATION:

(CHECK HERE IF PAYING CREDIT/DEBIT CARD) TOTAL AMT \$ _____

The Dayton Convention Center Accepts Visa, MasterCard and American Express
 CREDIT/DEBIT CARD PAYMENTS CAN BE TAKEN IN PERSON OR BY PHONE AFTER FORM IS SUBMITTED.
 PLEASE DO NOT WRITE ANY CARD NUMBERS ON THIS FORM.

Our Office Can be Reached at 937.333.4700; Mon - Fri, 8am - 5pm

DCC Office Use Only: Credit/Debit Card Processed by: _____ Date: _____

(CHECK HERE IF PAYING BY CHECK) CHECK # _____ AMT \$ _____

(CHECK HERE IF PAYING CASH) AMT \$ _____

DCC Office Use Only: Cash Received by: _____ Date: _____

DAYTON CONVENTION CENTER IMPORTANT CONDITIONS

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 BEFORE SERVICES ARE RENDERED
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CONDITIONS FOR PROCESSING SERVICE ORDER FORMS:

1. Full payment by check or money order must accompany service order form. IF PAYING BY CREDIT/DEBIT CARD, PLEASE CALL-IN YOUR CARD INFORMATION OR VISIT OUR OFFICE TO PAY IN PERSON. DO NOT EMAIL, MAIL OR FAX CREDIT/DEBIT CARD NUMBERS.
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. Any returned check will have a \$25.00 Return Check Fee.
4. All equipment provided by the Dayton Convention Center shall remain the property of the Dayton Convention Center and shall be removed by our staff after the event.

ANY DISCREPANCIES OR DEVIATIONS FROM ORIGINAL ORDER MUST BE BROUGHT TO THE ATTENTION OF THE SERVICE DESK PRIOR TO THE EVENT.

ELECTRICAL SERVICE:

1. Prices quoted cover bringing of service to back of booth and do not include connection of your equipment.
2. Any order requiring special wiring or materials may be subject to additional labor and material fees.
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 ½ 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 \$55.00.
8. Unless otherwise specified, the client is responsible for running cords under carpet. Cords must be in good repair.

IF YOUR SERVICE IS NOT IN PLACE WHEN YOU ARRIVE,
PLEASE NOTIFY SERVICE DESK WHEN YOU ARE READY FOR CONNECTION

Return to and Make Check
Payable To:
Dayton Convention Center
Utility Rental Department
22 East Fifth Street
Dayton, OH 45402
937.333-4700
FAX: 937.333-4711