

# REQUEST FOR ELECTRICAL SERVICES



David L. Lawrence Convention Center

**(PLEASE PRINT)**

Name of Event	Event Dates	Booth #
Company Name	Phone #	Fax #
Billing Address	City/State	Zip Code
E-mail Address		
Authorized By	Signature	Date

Electrical Service <small>(Electrical outlets approximately 120/208 A.C. 60 Cycle)</small>	Connection Type	Quantity	*Advance Rate	Standard Rate	Total
Up to 20 AMPS (120 Volts) - Triple Outlet	Extension Cord		\$115.00	\$142.50	\$
Up to 30 AMPS (208 Volts, Single Phase)	Receptacle or disconnect		\$250.00	\$334.75	\$
Up to 60 AMPS (208 Volts, Single Phase)	Disconnect		\$460.00	\$620.00	\$
Up to 100 AMPS (208 Volts, Single Phase)	Disconnect		\$610.00	\$798.00	\$
Up to 30 AMPS (208 Volts, Three Phase)	Receptacle or disconnect		\$490.00	\$664.00	\$
Up to 60 AMPS (208 Volts, Three Phase)	Disconnect		\$885.00	\$1,194.00	\$
Up to 100 AMPS (208 Volts, Three Phase)	Disconnect		\$1,240.00	\$1,648.00	\$
Over 100 AMPS or 480 Volts Service	Disconnect		Call for Quote		\$
				Services Total	\$
<input type="checkbox"/> 24 hour power required, add 50% to Service Total				+ 50%	\$
<i>Outlets will be dropped to the back of the booth and/or in the most convenient manner. If installation is required in an exact location (other than the most convenient) or a special connection is required, a labor charge will apply. Please include a floor plan with your order for exact placement of drop.</i>				Subtotal	\$
				Tax (7%)	\$
				<b>Total</b>	<b>\$</b>

Electrical Labor (1/2 hour minimum)	Date Needed	# of Hours	Rate per hour	Total
Straight time: M – F 8:00 AM – 4:30 PM (Except Holidays)			\$ 74.00	\$
Overtime: Sat. 8:00 AM – 4:30 PM, M – F 4:30 PM – 8:00 AM			\$ 101.95	\$
Premium time: Sat. 4:30 PM – 11:59 PM, Sunday and Holidays			\$ 133.15	\$
			<b>Total</b>	<b>\$</b>

*Note: Taxes are not required for labor services.*

Additional Services	Quantity	*Advance Rate	Standard Rate	Total
<b>Cable Service:</b> • Digital service with digital converter box		\$ 350.00	\$ 350.00	\$
<b>Electrical Equipment:</b> • Extension Cord: 3 wire, multi plug, does not include power		\$ 32.50	\$ 32.50	\$
• Clip on Spotlight: 100 watt, includes installation and labor		\$ 90.00	\$ 90.00	\$
			Subtotal	\$
			Tax (7%)	\$
			<b>Total</b>	<b>\$</b>

**Total for all Electrical Services: \$**

# REQUEST FOR ELECTRICAL SERVICES [CONTINUED]



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Company Name	Phone #	Fax #

## TERMS AND CONDITIONS

1. Advance order payment guarantees discounted rate.
2. Payment in full must be rendered prior to delivery of service.
3. Credit will not be given for service installed, but not used. If service is cancelled prior to installation, a 50% cancellation fee applies.
4. Change of orders after installation may be subject to labor charges. Minimum of 1/2 hour.
5. All material and equipment furnished by DLCC for the service shall remain the property of DLCC and shall be removed only by the DLCC staff at the close of the show.
6. Rates quoted for all connections cover the delivery of service to the booth/space in the most convenient manner and do not include connecting equipment or special wiring. Request for special services such as placing cords or relocating service(s) will be subject to additional labor charges.
7. Service outlet size will be determined by the volume required.
8. Walls, columns, and permanent building utility outlets are not part of booth space and are not to be used by exhibitors.
9. Claims will not be considered unless filed by the exhibitor prior to the close of the show.
10. All equipment to be connected by the DLCC technicians must comply with federal, state, and local safety codes.
11. Under no circumstance should anyone other than a DLCC technician make service connections.
12. All equipment must be properly tagged and wired with completed information as to type of current, voltage, phase, cycle, horsepower, etc. All equipment using water must have an inlet and outlet properly tagged.
13. Electrical service for lights and displays will be turned on one (1) hour prior to show opening and turned off at show closing each day. If needed, please order 24 hour electrical service on front of page.
14. All exhibitors' cords must be of the 3 wire grounded type and comply with Federal, State, Local Safety and Electric Codes. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized, must be grounded.
15. Unless otherwise noted, DLCC electricians are authorized to cut floor coverings to permit installation of service.
16. For overhead Electrical Service (480 volt service), call Exhibitor Services Department (412-325-6102) for quote.
17. For 24-hour power service, add an additional 50% to electrical service charge.
18. The DLCC is not responsible for equipment that is not powered down correctly at end of day.
19. Advanced/Faxed order receipts can be obtained at the Service Desk during move-in only.

Send this completed form with payment to 1000 Ft. Duquesne Blvd., Pittsburgh, PA 15222.

Please make check payable to: SMG - David L. Lawrence Convention Center or pay by credit card:

Visa    MasterCard    American Express    Discover    Check

Card # : \_\_\_\_\_ CVV# : \_\_\_\_\_ Exp. Date: \_\_\_\_\_

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

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

Check #: \_\_\_\_\_ Check Amount: \_\_\_\_\_

## PLEASE NOTE

- There will be a \$30.00 fee for returned checks
- Payment in full must be rendered prior to delivery of service
- Check, Visa, MasterCard, American Express & Discover accepted
- Prices effective January 1 – December 31, 2011

*\* In order to receive the ADVANCE rate, the order form with payment (US Dollars) must be received 15 days prior to first exhibitor move-in day*

## RETURN FORM TO:

Exhibitor Services Department, David L. Lawrence Convention Center  
1000 Fort Duquesne Blvd. Pittsburgh, PA 15222, Phone: (412) 325-6102, Fax: (412) 325-6009, exhibitorservices@pittsburghcc.com