



WCC ELECTRIC AND UTILITIES SERVICE ORDER FORM

Effective for events occurring on or after 7/1/16

INFORMATION

COMPANY NAME	CONTACT NAME	
ADDRESS		
CITY	STATE	ZIP CODE
TELEPHONE	FAX	
NAME OF EVENT	EMAIL ADDRESS	
DATE OF EVENT	BOOTH #	

ELECTRIC AND UTILITIES ORDERED

<u>QTY</u>	<u>DESCRIPTION</u>	<u>ADVANCED</u>	<u>FLOOR</u>	<u>TOTAL</u>
_____	20 AMPS 110 VOLT ELECTRIC	\$55.00	\$95.00	_____
_____	20 AMPS 208 SINGLE-PHASE ELECTRIC	\$100.00	\$150.00	_____
_____	60 AMPS 208 THREE-PHASE ELECTRIC	\$225.00	\$280.00	_____
_____	100 AMPS THREE PHASE ELECTRIC	\$400.00	\$500.00	_____
_____	Patch Fee (Meeting Room or Ballroom)	\$55.00	\$55.00	_____
_____	Patch Fee (Exhibit Hall)	\$125.00	\$125.00	_____
_____	Analog Phone Line	\$295.00	\$395.00	_____
_____	Wired Internet Access (512k, 1 Connected Device)	\$295.00	\$395.00	_____
_____	Wired Internet Access (1 mbps, 1 Connected Device)	\$495.00	\$595.00	_____
_____	Wired Internet Access (2 mbps, 1 Connected Device)	\$695.00	\$795.00	_____
_____	Compressed Air	\$150.00	\$150.00	_____
_____	Water Service	\$150.00	\$150.00	_____
_____	Wireless Internet, 512k connection	\$49.95	\$49.95	_____
_____	Wireless Internet, 1mbps connection	\$99.95	\$99.95	_____
_____	Wireless Internet, 2mbps connection	\$129.95	\$129.95	_____

Total Amount Owed for Utilities Ordered

WCC offers attendee FREE wireless service with speeds up to 256kbps connection complimentary to our clients. Higher speed access should be purchased for requirements above 256kbps. The above wireless options include 24-hr access per day in which a client will be offered a card which will expire upon 24-hrs; therefore for events requiring multi-day access, additional cards should be purchased. No switch gear, routers, or wireless access points allowed. Internet Networks are available if notified at least 5 days in advance.

PAYMENT

Payment Type: Check Cash Visa MC AMEX

Name as it appears on CC _____

Card # _____ Exp. Date _____

CC Billing Address _____

City _____ State _____ Zip _____

I authorize SMG to charge my credit card for all charges stated above in anticipation of listed services to be provided

Signature: _____ Date _____



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CONDITIONS AND SAFETY REGULATIONS FOR ELECTRIC/UTILITY SERVICE

1. To receive the “advanced” rate, orders must be submitted and paid at least five (5) business days prior to the start of move-in, otherwise the higher FLOOR price will be charged.
2. Rates only include the electrical connection, no equipment or special wiring. Any additional work performed within the booth will be charged on a time and material basis.
3. Prices are based on current rates and are subject to change without notice.
4. Payment in full must accompany the order, no exceptions. Checks should be made payable to **Wilmington Convention Center**. There is a \$30.00 service charge for all returned checks.
5. Any day of order changes will require immediate payment and will be charged at the “floor” rate.
6. Late service orders will be subject to staff availability and there will be no guarantee that the connection will happen prior to the show opening.
7. Any electric or internet needs not listed must be priced and approved. Sharing of utility booth services is prohibited and may be discontinued for all parties until individual booths are paid in full.
8. Electrical Services vary throughout the WCC. Verification of available service will be required twenty-five (25) days in advance.
9. Only WCC’s official electricians will be permitted to do wiring on the premises. Technical questions should be addressed to the WCC Operations Department.
10. Wall, column, and permanent building utility outlets are NOT to be used by exhibitors/planners/attendees, unless authorized by WCC Operations Dept./Management.
11. All electrical cords, systems or fixtures of any type must be in compliance with the National Electric Code (NEC) and Underwriters Laboratories (UL) approved. Audits will be performed and power turned off any equipment in noncompliance until NEC standards are implemented.
12. Obstructions blocking utility floor boxes are subject to relocation as necessary.
13. Neither SMG nor The City of Wilmington will accept liability for equipment damage due to power interruptions or variances, including, but not limited to, dips, surges, or power outages.
14. All electrical outlets will be placed on the floor at the back of the booth unless a booth layout showing desired location is attached to this form.
15. All cancellations are subject to a 50% processing fee. Cancellations made 24 hours or less before installation are nonrefundable. Credit will not be given for services installed but not used.
16. Any equipment supplied by the WCC is not allowed to be removed from the facility. The WCC operations staff will collect equipment at the end of the show. There may be a charge for any missing equipment i.e. electrical cords or power strips.