

RETURN TO:
 PCCA ORDER PROCESSING
 1101 Arch Street
 Philadelphia, PA 19107 0129
 Phone: (215) 418-4800
 Fax: (215) 418-4805
 utilities@paconvention.com



Market Place Events
 Home Show
 January 14-22, 2012
 Advance Order Deadline:
 December 20, 2011

PCCA Electric Service Order

(Please read instructions, explanation of services and regulations on reverse side)

Exhibiting Firm: _____ Booth No.: _____

Address: _____

City: _____ State: _____ Zip: _____

Exhibitor Contact Name: _____ Title: _____

Phone: (____) _____ FAX: (____) _____ E-Mail: _____

Required Credit Card Authorization for advance order, on site charges, labor, materials

Visa MasterCard Amex Account Number: _____ Exp Date _____

Print Card Holder's name: _____ Signature: _____

Check enclosed #: _____ Amount: _____

Standard 120 Volt Service

Service originates at back center in line booths, Electrical Labor Order required for other location. Island & Peninsula Exhibits

Qty	Service	Advance	Standard	24 Hr add 50%	Total
	500 watt service	\$125.00	\$175.00		
	1000 watt service	\$175.00	\$225.00		
	2000 watt service	\$225.00	\$280.00		
	OTHER Call for availability and quote				

208 Volt Motor/Machinery & Distribution Service

LABOR ORDER & FLOOR PLANS REQUIRED FOR 208v SERVICES. LABOR AND MATERIAL CHARGES WILL APPLY.

Qty	Service	Advance	Standard	24 Hr add 50%	Total
	30 amps single phase	\$425.00	\$525.00		
	60 amps single phase	\$650.00	\$750.00		
	100 amps single phase	\$1,000.00	\$1,200.00		
	30 amps three phase	\$475.00	\$630.00		
	60 amp three phase	\$700.00	\$840.00		
	100 amps three phase	\$1,000.00	1,260.00		
	OTHER Call for availability and quote				

Rental Lights

Price includes power/installation/one time focus on Straight Time with lighting grid (see back of Electrical Labor Form)

Qty	Service	Advance	Standard	Total
	8' Track w /3 90 watt Halogen Lamps 10 mounting bar included)	\$175.00	\$255.00	
	Each additional track lamp	\$20.00	\$30.00	
	1000 Watt Par Can Mounted from Ceiling 20' off floor	\$700.00	\$900.00	
	OTHER Call for availability and quote			

Sub Total	
8% Sales Tax	
TOTAL	

Visit our Website for Electrical floor grids @

<http://www.paconvention.com/home2/planners/services/electrical.asp>

Please fax completed floor grids along with credit card information to 215.418.4805 or order services online @ www.paconvention.com

ADVANCE RATE PRICING: SERVICE ORDER WITH PAYMENT IN FULL MUST ARRIVE PRIOR TO DEADLINE

RATES EFFECTIVE JANUARY 1, 2012 – RATES SUBJECT TO CHANGE

PCCA CONVENTION & MEETING SERVICES

TERMS & CONDITIONS

1. INSTRUCTION FOR COMPLETING ORDER FORM

- a. Order must be typed or clearly printed, illegible forms will delay processing.
- b. Services requested at location other than back of booth must include proper forms and diagrams.
- c. For services and equipment not listed on the service order form, call the PCCA Utility Services Department for availability and quotes at (215) 418-4800 or e-mail utilities@paccanvention.com

2. PAYMENT TERMS & CONDITIONS

- a. Full payment is due with service order. Credit Card Pre-authorization for on site charges, labor and materials is required when placing an order. Acceptable forms of payment are: company check (drawn on a U.S. bank) payable to **Pennsylvania Convention Center Authority**, (PCCA) and accepted credit cards. Service orders will not be processed without payment. Exhibiting firms with outstanding balances from prior events must submit payments, otherwise services will not be provided.
- b. Advance rates will be applicable to service orders complete with payment in full received by PCCA 21 days prior to event opening date or the deadline date noted on front of this form. Service orders received less than 21 days prior to opening date of event or orders received without payment will be billed at the standard rate.
- c. Third party billing is available upon request. Please contact the PCCA Finance Department at 215-418-4795 for approval.
- d. Outstanding balance for services will be automatically billed to the credit card on file.
- e. Credit will not be given for service installed and not used. Services canceled without 21 day prior written notice are subject to a cancellation fee of 25%.
- f. A \$25.00 handling charge will be assessed for returned checks due to insufficient funds.
- g. Cancellation of services must be received by Pennsylvania Convention Center Utility Services Department 21 days prior to the event.
- h. Rates are based on current wages and are subject to change without notice.
- i. **Claims** regarding services provided by PCCA will not be considered unless filed by customer issued prior to the close of show.
- j. **Refunds** of overpayments will be issued by submitting request to PCCA Finance Department within 30 days of the close of final invoicing.
- k. For unpaid balances on **pre-approved** invoices, terms will be net, due and payable upon receipt of invoice. Effective 30 days after invoice date, any unpaid balances will bear a **FINANCE CHARGE** at the lesser of the maximum rate allowed by law, or 1.5% per month by law. The finance charge shall automatically be reduced to the maximum rate allowed. Any excess finance charge received by the PCCA shall be applied to reduce the principal unpaid balance or refunded to the payer. This payment Terms & Conditions agreement shall be governed by and construed in accordance of the laws of the Commonwealth of Pennsylvania
- l. **International** exhibitors are required to make 100% pre-payment for services. Payment may be made by check in U.S. funds drawn on a U.S. bank or by approved credit card.
- m. **For** companies exempt from sales tax, PCCA requires an exemption certificate for the Commonwealth of Pennsylvania. Resale certificates are not valid unless re-billing charges to customers.

3. EXPLANATION OF SERVICE

- a. Rates shown for services are for the duration of event and includes installation to exhibitor booth in the most convenient manner, in most cases to the back center of an in line booth or perimeter of island and peninsula booths. All services originate from the floor unless otherwise noted or requested.
- b. Advance orders will be installed based on the schedule determined by the General Service Contractor and/or Show Management. On site orders will be processed in the order that they are received at the PCCA Service Desk.
- c. Electrical services will be turned off one hour after the close of show each day and restored one hour prior to opening. 24 hour electrical service is available for refrigeration, electronics and circulation pumps.

4. RULES & REGULATIONS FOR SERVICES

- a. Services provided may not be shared by multiple exhibits.
- b. All materials and equipment furnished by PCCA and/or its sub-contractors shall remain the property of PCCA and/or it's Sub-contractors.
- c. PCCA and/or its sub-contractors are authorized to cut floor coverings to gain access to utility floor ports and permit the installation of service.
- d. PCCA or its sub contractors are not responsible for interruption or fluctuation of services.
- e. All equipment provided by customer shall be compliant with the National and Philadelphia Electrical and Building Codes and PCCA safety standards. All equipment is subject to inspection and approval by PCCA prior to connection to service.
- f. Customer is responsible for any lost or damaged equipment supplied by the PCCA.

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