



# ELECTRICAL SERVICES ORDER FORM

P O Box 1774 · Shreveport, Louisiana 71166  
318/841-4000 Phone · 318/841-4246 Fax

PAYMENT FOR ADVANCE ORDERS MUST BE RECEIVED IN OUR OFFICE 48 HOURS PRIOR TO MOVE-IN DATE. STANDARD RATES APPLY TO ALL ORDERS RECEIVED AFTER THE 48 HOURS CUT OFF DATE.

NAME OF EVENT _____	DATE OF EVENT _____
COMPANY NAME _____	BOOTH NUMBER(S) _____
CONTACT NAME _____	ADDRESS _____
TELEPHONE # _____	CITY _____ STATE _____ ZIP _____

PAYMENT METHOD: CHECK  CASH  VISA / MASTERCARD  AMEX

CARDHOLDER NAME _____	CARD # _____ EXP. _____
SIGNATURE _____	SECURITY CODE (Code on back of credit card) _____

**Terms and Conditions**

A standard electrical outlet consists of one single female plug. Quoted service rates include delivery to booth and do not include labor charges for special wiring, or connecting to your equipment. Exhibitors should ensure surge protection for their equipment.  
 All exhibitors are required to sign in at the Service Desk for delivery of service, and for pick-up & return of all equipment.  
 Wall, column and permanent building outlets are not part of the booth space and are not to be used by exhibitors. Unauthorized use will be terminated or exhibitor must pay electrical service charges.  
 Under no circumstances shall anyone other than Shreveport Convention Center employees make connections or disconnections.  
 Exhibitors are not permitted to share electrical service. All orders must be placed individually.  
 The Electrical Supervisor is obligated to refuse connection when wiring is not in compliance with federal, state & local safety codes.  
 All furnished materials and equipment remains the property of the Shreveport Convention Center or its assigned agent. All materials that are removed from the premises or damaged will be billed accordingly.  
 Equipment problems must be reported immediately. Claims will not be considered unless filed by the exhibitor prior to close of show.  
 Refunds will be computed as follows: After installation: No Refund; < 48 hours prior to move-in: 85%; > 48 hours prior to move-in: Full Refund.  
 No credit will be issued for outlets installed but not used.

**ELECTRICAL SERVICE**

(Rates applicable for up to 3 days of service. \$20.00 each additional day.)

Qty.	Description	Advance Rate	Standard Rate	Amt.
	120V/20 amp	\$65.00	\$85.00	
	208V 3 Phase/30 amp	\$150.00	\$200.00	
	208V 3 Phase/100 amp	\$300.00	\$350.00	
	240 3 Phase/200 amp		\$500.00	
	480V 3 Phase/400 amp		\$1,000.00	
			<b>TOTAL</b>	

For other services, please contact your Event Services Manager or Coordinator for quote.

**FLOOD LIGHTING**

	Flood Light - 150 Watt	\$21.72	\$32.58	
	Flood Light - 200 Watt	\$32.58	\$43.44	
			<b>TOTAL</b>	

**ACCESSORIES**

	Extension Cord - 25'	\$16.29	\$21.72	
	Extension Cord - 50'	\$21.72	\$27.15	
	Extension Cord - 100'	\$27.15	\$32.58	
	Power Strip	\$16.29	\$21.72	
	100 amp/metric connector to cam lock		\$54.30	
			<b>TOTAL</b>	

**LABOR**

Labor is billed in 1 hour increments @ \$45/Hour. (Holiday rates apply.)		
	<b>TOTAL</b>	

<b>GRAND TOTAL</b>	<b>\$0.00</b>
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