



# EVENT SERVICES ORDER FORM

1610 COLISEUM DRIVE • HAMPTON, VA • 23666 • PHONE (757) 315-1610 FAX (757) 315-1614

**FULL PAYMENT MUST BE RECEIVED 14 DAYS IN ADVANCE OF EVENT TO GUARANTEE SERVICE/EQUIPMENT AND TO RECEIVE THE ADVANCE RATE**

Event Name: \_\_\_\_\_ Room/Booth #: \_\_\_\_\_


Event Dates: \_\_\_\_\_ Exhibiting Company: \_\_\_\_\_


Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_ E-Mail: \_\_\_\_\_

UTILITIES	ADVANCE ORDER	FLOOR ORDER	QUANTITY	AMOUNT
2000 watt Receptacle, 110 Volt, 18 Amps	\$ 50.00	\$ 70.00		
Extension Cord*	\$ 20.00	\$ 20.00		
Multi-receptacle Power Strip*	\$ 20.00	\$ 20.00		
1 Phase, 208 Volt, 30 Amps	\$ 175.00	\$ 225.00		
1 Phase, 208 Volt, 60 Amps	\$ 250.00	\$ 300.00		
1 Phase, 208 Volt, 100 Amps	\$ 325.00	\$ 375.00		
1 Phase, 208 Volt, 200 Amps	\$ 450.00	\$ 500.00		
3 Phase, 208 Volt, 30 Amps	\$ 250.00	\$ 325.00		
3 Phase, 208 Volt, 60 Amps	\$ 350.00	\$ 425.00		
3 Phase, 208 Volt, 100 Amps	\$ 400.00	\$ 475.00		
3 Phase, 208 Volt, 200 Amps	\$ 550.00	\$ 600.00		
Water Connection, 45 PSI, 1/2" Line	\$ 100.00	\$ 120.00		
Drain Connection, 2" Line	\$ 60.00	\$ 80.00		
 <b>Total Utility Order</b>				\$

TELECOMMUNICATIONS	ADVANCE ORDER	FLOOR ORDER	QUANTITY	AMOUNT
Analog Phone Line	\$ 125.00	\$ 150.00		
Standard Desk Telephone	\$ 25.00	\$ 25.00		
Basic Internet Connection Fee	\$ 200.00	N/A		
Internet Connection to External Host Server (includes one port open & one port close)	\$ 350.00	N/A		
Each Additional IP Address	\$ 100.00	N/A		
Each Additional Port Open or Port Close	\$ 100.00	N/A		
 <b>Total Telecommunications Order</b>				\$

\*Add 5% Tax to all Equipment Orders \$

<b>Total Utilities + Telecommunications+Tax</b>	<b>\$</b>
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## METHOD OF PAYMENT

PAYMENT METHOD:  CHECK  AMERICAN EXPRESS  MASTERCARD  VISA

Credit Card Holder Name: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Credit Card Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Credit Card Billing Address: \_\_\_\_\_

Credit Card Holder Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Make Checks Payable To: **Hampton Roads Convention Center** • Our Tax ID Number is 54-6001336

**TOTAL PAYMENT MUST ACCOMPANY THIS FORM**

## **IMPORTANT CONDITIONS AND REGULATIONS**

### **Code Safety and Compliance**

1. All equipment provided by clients and exhibitors must comply with all state, local and international safety codes.

### **Schedule**

1. To qualify for advance order rates, all orders must be received by the Hampton Roads Convention Center at least 14 days in advance. Call your coordinator to confirm receipt.
2. Services ordered within 48 hours of event commencement may not be available. PLEASE ORDER IN ADVANCE TO ENSURE SERVICE AVAILABILITY.
3. If customer expects the HRCC to hang any large banners for an event, the banners and supporting structure should be brought to the HRCC at least 48 hours prior to the event. If insufficient supporting structure is supplied by the customer, the HRCC will supply these at an

### **Limitation of Liability**

1. The parties agree that implied warranties of merchantability and fitness for a particular purpose and all other warranties, expressed or implied, are excluded from this agreement. The HRCC does not assume liability for damages of any type whatsoever or for the loss of anticipatory profits resulting from the installation, use, or interruption of the services or for damage of any sort whatsoever to user's goods or equipment arising from the installation, use or interruption of the services or any other cause whatsoever. The HRCC shall not be held responsible for late installation or interruption of any services that may occur.

### **Utilities Notes:**

1. Only one outlet will be provided for each power line ordered
2. Power cannot be shared between booths
3. Power is located in the most convenient location unless noted on form
4. No refunds for services requested and already installed.
5. Connection to equipment is the exhibitors' responsibility.
6. Locate desired location for power on diagram (below).

### **Telecommunications Notes:**

1. Phone services consist of tone dialing, analog lines with high speed data switching capabilities.
  2. Dialing restrictions are enforced for all other than local, toll-tree, and credit card calls (i.e. there is no charge for local and/or toll-free calls).
  3. An acceptable credit card is required for any service other than local. Your credit card will be charged for all long-distance calls. At a rate of \$0.20 per minute.
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