

Savannah International Trade & Convention Center

1 International Drive, PO Box 248

Savannah, GA 31402-0248

(912) 447-4710

Fax (912) 447-4711

WWW.SAVTCC.COM

ELECTRICAL & UTILITY SERVICES ORDER FORM

Rates Effective July 2009

Revised: July 2009

Customer or Firm Name: _____	Event Date(s): _____
Mailing Address: _____	Event/Show Name: _____
City, State, Postal: _____	
Authorized Contact Name: _____	Phone: _____
Authorized Signature: _____	Fax: _____
	Booth #

- **ONLINE RATE ORDERS** must be received with full payment five business days prior to installation date.
- No refunds on utilities once installed. Cancellations must be received at least two business days prior to show.
- Labor for listed installations included in base rate. Cable or Tails are not included in base rate.
- A separate outlet must be ordered for each equipment or service location.
- **24 hour service incurs a 50% surcharge.**
- Please include NEMA plug configuration where applicable.

**Call in or faxed orders will receive Floor Rate.
Order online to receive discounted rates.**

Qty	120 VAC	NEMA #	Online Rate	Floor Rate	Total
	10 amp (up to 1000w)		\$80.00	\$110.00	\$
	20 amp (up to 2000w)		\$115.00	\$145.00	\$
208V 1Phase					
	20 amp		\$210.00	\$360.00	\$
	30 amp		\$330.00	\$480.00	\$
	60 amp		\$570.00	\$695.00	\$
	100 amp		\$725.00	\$850.00	\$
208V 3 Phase					
	30 amp		\$480.00	\$720.00	\$
	60 amp		\$840.00	\$1,150.00	\$
	100 amp (cans or tails)		\$1,200.00	\$2,000.00	\$
Other (Please Specify) Call for prices and availability of services not listed.					
					\$
					Subtotal \$
					Tax (7%) \$
					Total \$

Qty	ADDITIONAL SERVICES	Online Rate	Floor Rate	Total
	150W Flood Lamp	\$108.00	\$135.00	\$
	300W Flood Lamp	\$118.00	\$145.00	\$
	Extension Cord or Power Strip		\$20.00	\$
	Water: fill and drain service per 500 gal. (std hose bibb connection)	\$150.00	\$180.00	\$
	Compressed Air: (1/4" & 1/2" quick-connect)	\$210.00	\$300.00	\$
				Subtotal \$
				Tax (7%) \$
				Total \$

Qty	LABOR (one hr. minimum) One hr. minimum labor required to direct wire (wire/hard) appliances	Rate	Total
	Standard	\$47.50	\$
	Overtime	\$68.75	\$
			Subtotal \$

Other labor (standby, perform required disconnects, etc. after hours and holidays) will incur premium charges: see your Event Manager will for details.

Payment Information:

Please send this completed form with payment (check, AmEx, Mastercard or Visa) to the above address. Make checks payable to: *Savannah International Trade & Convention Center.*

Total For All Services

CC: _____ Exp: _____

Billing Address: _____

_____ Zip: _____

Print Name: _____

Signature: _____

SAVANNAH INTERNATIONAL TRADE & CONVENTION CENTER

ELECTRICAL & OTHER SERVICES

GENERAL TERMS AND CONDITIONS

1. Full payment must be rendered prior to service delivery. Refunds are processed within 5 business days of cancellation.
2. On-Line orders must be received at least 5 business days prior to the scheduled show opening date to receive discount.
3. Credit will not be given for service which has been ordered and installed, but not used.
4. Notice of cancellation must be received at least two business days prior to show opening to be eligible for refund.
5. All material and equipment furnished by Savannah International Trade and Convention Center pursuant to this Service Order remain Center property and must be returned at close of the event.
6. Prices cover service delivery to the booth/space in the most convenient manner, and do not include connecting equipment or special wiring. Special services, such as placing cords or relocating service will be subject to surcharge.
7. Service outlet size will be determined by the volume required.
8. Wall, columns, and permanent building utility outlets are subject to the same pricing and installation requirements herein.
9. Claims will not be considered unless filed by the exhibitor prior to close of show.
10. All equipment to be connected by Center must comply with federal, state and/or local codes.
11. Only Center technicians are permitted to make service connections.
12. Electrical devices and equipment must be properly tagged with information as to current type, voltage, phase, horsepower, NEMA configuration etc. Equipment using water must have inlet(s) and outlet(s) properly tagged.
13. Electrical power for lights and display will be turned on (1) hour prior to show opening time and off within 30 minutes of show closing time daily. **24-hour service will incur a surcharge.**
14. Exhibitor-provided extension cords must be UL-approved 3-wire, grounded type. All exposed non-current carrying metal parts of fixed equipment which are liable to be energized must be grounded.
15. A separate connection fee will be paid for each piece of equipment or device using connected services, whether connected direct or otherwise.
16. Listed compressed air and water service pressures are nominal and may vary. If compressed air and/or water service pressure are critical, Center recommends the exhibitor arrange for installation of a pressure regulator valve. **Please note that compressed air and water service is limited to selected areas in the Exhibit Hall only.**
17. Unless otherwise noted, Center electricians will not cut floor coverings to permit service installation.
18. Center will not be responsible for presence of water or condensates in compressed air lines or service equipment.
19. Overhead Electrical Service: Must be ordered 5 business days in advance and will incur 50% surcharge.
20. **24-Hour Service:** Add 50% to service requirement charge. When 24-hour service is NOT required, exhibitor is expected to turn equipment off at the end of the day to avoid 24-hour service premium charges.

Please address questions or comments to:

Savannah International Trade and Convention Center, Attn: Customer Services
1 International Drive, PO Box 248 Savannah, GA 31402
(912) 447-4710, Fax 447-4711

Savannah International Trade & Convention Center

One International Drive, PO Box 248 Savannah, GA 31402-0248 (912) 447-4710, Fax 447-4711 WWW.SAVTCC.COM

TELECOMMUNICATIONS SERVICES ORDER FORM

Rates Effective July 2009

Revised: Jul-09

Customer or Firm Name: _____	Event or Show: _____
Mailing Address: _____	Event Dates: _____
City, State, Postal: _____	Booth No: _____
Authorized (Contact) Name: _____	Phone: _____
Authorized Signature: _____	Fax: _____

ONLINE ORDERS: Must be received with full payment five business days prior to installation date.

Call in or faxed orders will receive Floor Rate. Order online to receive discounted rates.

TELECOMMUNICATIONS	Qty	Online Rate	Floor Rate	Deposit	Total
Standard Analog Phone Line (thru PBX)		\$235.00	\$265.00		\$
Digital Phone Line with Handset		\$235.00	\$265.00		\$
ISDN Line - BRI, 2 x "B" CH (128k)		\$435.00	\$460.00		\$
Speaker Phone		\$60.00	\$60.00		\$
Multi-Line Phone Set		\$60.00	\$60.00		\$
Voicemail Box*		\$150.00	\$175.00		\$
Call Waiting Service		\$55.00	\$85.00		\$
3-Way Conference Calling		\$55.00	\$85.00		\$
Toll Restrictions		\$20.00	\$45.00		\$
Hunting (Rotary)		\$55.00	\$80.00		\$

Call Rates: Local \$.10/Min; Long Dist \$.30/Min; Toll-Free \$.50/Call

Subtotal	\$
Tax (7%)	\$
Deposit	\$
Total	\$

****Do not include sales tax for Telephone Deposits**

Please Note: Payment in full required prior to delivery of service. Labor for above installations included in base rate. *Cable or Tails not included in base rate.* Other labor (standby, perform required disconnects, etc. after hours/holidays) will incur premium charges: your Event Manager has details. Refunds: cancellations must be received at least two business days prior to service. *See Terms and Conditions on reverse.*

Payment Information: Please send this completed form with payment (check, AmEx, Mastercard or Visa) to the address above. Make checks payable to: *Savannah International Trade & Convention Center.*

CC: _____ Exp: _____

Billing Address: _____

Zip: _____

Print Name: _____

Signature: _____



TELECOMMUNICATIONS SERVICES--TERMS AND CONDITIONS

1. Payment in full must be rendered prior to delivery of service.
2. Requests for refund(s) will be processed within 5 business days after show close.
3. A \$50.00 per phone set charge will be imposed for sets damaged or not returned.
4. On-Line rate service orders and requests for refunds must be received at least five business days prior to the scheduled event opening date.
5. Credit will not be given for service installed and not used.
6. Service changes received within 5 business days of scheduled event opening will be billed at the standard (floor) rate
7. All material and equipment furnished by Savannah International Trade and Convention Center for this service order remain property of Center and shall be removed only by Center staff at close of the event.
8. Customer's rental of the Equipment shall include the usage of (but not physical access to) Center's common telecommunication equipment ("Switch").
9. Local exchange telephone service will be provided by the local telephone company's exchange services and facilities. Usage rates may be billed in addition to standard line rates.
10. Long distance inter-exchange service will be provided by SITCC or by such other parties as SITCC may designate. All arrangements for long distance inter-exchange service shall be made directly between customer and SITCC (1+ dialing or 0+ dialing). Billing for such services may be made by SITCC or other such parties. Billing or other long-distance questions should be directed to SITCC.
11. Claims will not be considered unless filed by customer prior to close of event.
12. Prices for service are based upon current rates and are subject to change without notice.
13. All equipment to be connected by Center staff must comply with federal, state and local safety codes.
14. Customer will use Center equipment in a careful and proper manner and in accordance with manuals or instructions provided by Center or manufacturer/supplier. Customer shall not make any alteration, attachment or addition to Center equipment without Center's written consent. Only Center staff are permitted to modify system wiring or configuration
15. Customer shall be liable for any loss or damage to the Equipment arising from Customer's act or negligence, modification, misuse or other cause within customer's reasonable control. In the event of any loss or damage to the equipment for which customer is liable, customer shall reimburse Center for reasonable costs of repair or replacement
16. Equipment requiring specialized technicians for assembly, servicing, preparatory work and operations may be executed by customer. However, Center's technician must make all service connections and overload protection provisions.
17. This agreement and any attached supplement(s) constitute the entire agreement between the parties hereto and supersede any and all prior oral or written discussion or agreement. This Agreement may be amended only by a written agreement executed by both parties.
18. This Agreement shall be construed under the laws of Chatham County and the State of Georgia.

Questions regarding services should be directed to :

**Savannah International Trade and Convention Center
Attn: Customer Services Department
P.O. Box 248/ One International Drive
Savannah, GA 31402
(912) 447-4710, Fax 447-4711**

SAVANNAH INTERNATIONAL TRADE AND CONVENTION CENTER

P.O. Box 248 / One International Drive, Savannah, GA 31402

Telephone (912) 447-4710 - Fax (912) 447-4711

WWW.SAVTCC.COM

SECURITY & BOOTH CLEANING ORDER FORM

Rates Effective July 2009

See Terms and Conditions on Reverse

Office Use Only
Received: _____
Check #: _____
By: _____

(Please Print)

Revised: Jul-09

Name of Event _____	Event Dates _____	Booth# _____
Firm Name _____	Phone # _____	Fax # _____
Address _____	City _____	State _____ Zip Code _____
Authorized By _____	Signature _____	Date _____

*To receive the **ONLINE** rate, the order must be placed at least 5 business days prior to move-in day.

PAYMENT IN FULL MUST BE RENDERED PRIOR TO DELIVERY OF SERVICE.

Check, American Express, Visa, and Mastercard Accepted (No Cash Accepted)

Call in or faxed orders will receive Floor Rate. Order online for discounted rates.

SECURITY SERVICES (Please indicate service and schedule requested (4 hour minimum required))

	Quantity	*Online Rate	Floor Rate	Total
Booth Security Officer		\$25.00/hour	\$30.00/hour	\$
Police Officer Security		\$30.00/hour	\$35.00/hour	\$
Police Officer Traffic		\$30.00/hour	\$35.00/hour	\$
Taxes do not apply for labor services.				Total \$

Schedule Information:

Day & Date	Start Time AM/PM	End Time AM/PM	Total Hours

BOOTH CLEANING

	# of days	Square Feet	*Online Rate (per Sq. Ft.)	Floor Rate (per Sq. Ft.)	Total
One Time Pre - Show Vacuum	x	x	\$0.20	\$0.30	\$
Daily Vacuum & Trash Removal	x	x	\$0.15	\$0.25	\$
Shampoo Booth Carpet	x	x	\$0.40	\$0.50	\$
Periodic Porter Service	x	x	\$19.50 per hr.	\$23.50 per hr.	\$
Taxes do not apply for labor services.					Total \$

Notes: All security and cleaning services are provided exclusively by Center.

PAYMENT INFORMATION:

Please send this completed form with payment (check, AmEx, Mastercard or Visa) to the above address.

Make checks payable to: *Savannah International Trade & Convention Center*.

CC: _____ Exp: _____

Billing Address: _____

_____ Zip: _____

Print Name: _____

Signature: _____