ELECTRICAL SERVICE ORDER

SMG-ONTARIO CONVENTION CENTER
2000 E. Convention Center Way, Ontario, CA 91764
TEL (909) 937-3068 | FAX (909) 937-3850
servicedesk@ontariocc.org | www.ontariocc.org

Exhibitor No/Booth:_____
Notes:_____

SUBMIT FORM

Company Name:	Booth No.	Show Name: (Required)	
Exhibitor Name:		Show Dates:	
Billing Address for Credit Card	City, State	Zip Code for Credit Card:	
Name on Credit Card	Company Contact:	Phone:	
Want Payment Receipt ☐ YES ☐ NO	Fax:	Email:	
Payment Type: ☐ VISA ☐ M/C ☐ AMEX ☐ CHECK Amount: Check Number:			
Credit Card No.:	Expiration Date:	Signature:	Print Name:

For your convenience, we will use this authorization to charge your credit card for any additional amounts incurred. The Ontario Convention Center accepts payments in US dollars on a US Bank or a credit card (VISA, M/C, AMEX). **Make your checks payable to SMG-Ontario Convention Center/ ATT:Electrical Department.** Please mail your order with the payment to the address listed above or you may fax this form with your credit card payment. Installation hardwires are due 72 hours prior to show opening. Cancellations are accepted up to 72 hours prior to move-in. No refunds. **Checks accepted 2 weeks in advance only. Prices are subject to change.**

120 Volts Outlets **One plug-in is a 500 Watt minimum to a 20 AMP maximum billable based upon draw of power.*

WATTS	Standard	QTY.		Total
500	$106.00		=	$0.00
1000	$153.00		=	$0.00
2000	$177.00		=	$0.00

Configuration	Standard	QTY.		Total
Surge Protector rental	$41.00		=	$0.00
Extension Cord rental	$31.00		=	$0.00
20A & 30A, 5-pin hubble, twist-lock connector rental **(deposit required)**	$85.00		=	$0.00

If you exceed the amount of power ordered, there will be a labor charge to re-set breakers. A separate outlet must be ordered for each location.
Booths sharing electrical power is prohibited.

120 Volt Service | 208/480 Volt Service: *208/ 480/ and 4/0 - Cable Rental will have a labor fee requirement (see page 2)

AMPS	120 Volt. Standard	QTY.	208 Volt 1 Phase Standard Rate + Labor	QTY.	208 Volt 3 Phase Standard Rate + Labor	QTY.	480 Volt 3 Phase Standard Rate + Labor	QTY.	4/0 - Cable Rental with camlocks Standard Rate + Labor	QTY.	TOTAL
20	$214		$284		$387		$688		$350		$ $0.00
30			$355		$496		$863		Service Desk will add any and all rental fee's plus any labor charges.		$ $0.00
60			$565		$885		$1,821				$ $0.00
100			$850		$1,380		$2,519				$ $0.00
200			$1,593		$2,632						$ $0.00
300			$2,336		$3,884						$ $0.00
400			$3,187		$5,264						$ $0.00

Sub Total	$ $0.00
Add 25%	$
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Labor Fee	$
Deposit	$
GRAND TOTAL	$ $0.00

If 24 hour electrical service is required add 25% to electric total (Overnight power will automatically be billed)
Add 25% for horsepower requirements. See HP to AMPs Conversion Table on back of contract……
If hard-wiring is required then labor must be added (contact OCC) _____ hours @ $_____/hr……
Mon. - Fri. (8-5) at $75.00/hr. and Sat., Sun & holidays at $150.00/hour (one hour minimum)
Equipment deposit (required for all equipment on loan at $150)……..……..

Payment-in-full is required with your order. Electrical service will not be provided nor this form processed until payment is received.
Payments not received 21 days prior to the move-in date will be billed at the standard rate. Federal Tax I.D. #23-2511871.

For other requirements, contact the OCC-Service Desk at (909) 937-3068 or via E-mail at servicedesk@ontariocc.org

Customer Acceptance of Terms and Conditions

_____
Required Signature Date

Logged:_____ Processed Date:_____ Processed by: _____

GENERAL TERMS AND CONDITIONS

1. Exhibit booths will be audited at the show site and any additional service used will be added to the final bill at the floor price. Cancellations will be accepted until 72 hours prior to move-in.
2. Rates include bringing service to the rear of standard booth or to the nearest floorport inside an island booth.
3 traight time labor for an electrician is $75.00 per hour. There is a one (1) hour minimum charge.

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4. Double time rates apply before 8:00am and after 5:00pm Monday through Friday; all day Saturday, Sunday and Holidays.
5. Additional labor must be requested by the exhibitor at the Service Desk. ELECTRICAL LABOR MUST BE ORDERED 72 HOURS IN ADVANCE IN ORDER TO HAVE MEN AVAILABLE WHEN NEEDED.
6. Exhibitors requiring 24-hour service will be charged regular rates plus 25%. Special notice must be given to the Ontario Convention Center at our Service Desk if 24-hour service is required. All breakers will be turned off.
7. All equipment provided by exhibitor must comply with all national electric codes, and state and local safety codes. All electric cords must be three-wire, grounded type. All equipment must be properly grounded.
8. The Ontario Convention Center is not responsible for voltage fluctuations or power failures on service lines.
9. Unless otherwise directed, the Ontario Convention Center is authorized to cut floor coverings to permit installation of service.
10. Wall and post outlets are not part of booth space. Separate outlets must be ordered for each location to be connected. All material and equipment furnished remains the property of the Ontario Convention Center. The rates listed include necessary City of Ontario Permits and inspection by a City authority enforcing national codes.
11. The Ontario Convention Center is obligated to refuse connections when wiring is not in accordance with the City Electrical Ordinance. Local Ordinance prohibits more than two connections per outlet box. To prevent overloading of circuits, exhibitors shall not be permitted to add wattage, except by ordering at the Service Desk.
12. Any breaker disruption will be billable at double rates.
13. *Electrical order that require 208/ 480/ and Power Cable AUT 4 will have a labor fee requirement in addition to the discount and standard electrical rate.

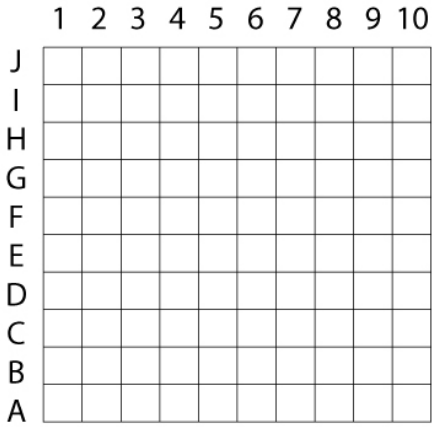
It is important that you review the following items carefully to understand your safety and responsibility regarding electrical power.

1. All electrical material and equipment must be grounded.
2. 2-Wire cords (Ripcords or Zipcords) are unacceptable unless the cord is a component part of an assembly which is specially approved.
3. SAFE WIRING IS ESSENTIAL: The Ontario Convention Center is responsible for the total electrical distribution system and the linking of electrical services, including installation of all cords under carpets. SERIOUS RISKS are involved which can be reduced with accurate understanding of basic requirements. Safe wiring inside an exhibit area is essential.
4. All electrical cords must be the three-wire, grounded type. All exposed non-current carrying metal parts of fixed equipment which are liable to be energized shall be grounded.
5. Each motor must be equipped with a fusible switch.

HORSEPOWER TO AMP CONVERSION CHART

Volts	.75HP	1.5HP	2HP	3HP	5HP	7.5HP	10HP	15HP	20HP	25HP	30HP	40HP	50HP
120	20	30	30	45	-	-	-	-	-	-	-	-	-
208	15	15	20	30	45	60	85	-	-	-	-	-	-
208	15	15	15	20	30	45	80	60	100	100	-	-	-
480	15	15	15	15	15	20	30	30	45	60	60	85	100

For other requirements, call the OCC-Service Desk at (909) 937-3068. Booth Layout 10x10 (Please indicate where to place electrical)

NOTE:
Please mark the exact power placement for a 10x10 booth.

Electrical set-up is at the back of the booth. There will be a labor charge to move the electrical set-up.