

IF PAYING BY CHECK RETURN THIS FORM TO:
PCCA/SMG ORDER PROCESSING
 1101 ARCH STREET
 PHILADELPHIA, PA 19107
 EMAIL COMPLETED FORM TO:
utilities@paconvention.com



AN **SMG** MANAGED FACILITY

**IEEE MTT-s International
 Microwave Symposium
 ADVANCED RATE DEADLINE:
 MAY 17, 2018**

215-418-2190

ELECTRIC SERVICE & ELECTRIC LABOR INSTALLATION ORDER FORM
 (PLEASE READ PCC/SMG TERMS & CONDITIONS ATTACHED)

Exhibiting Firm: _____ Booth #: _____
 Bill To Address: _____ Event: _____
 City: _____ State: _____ Zip: _____
 Exhibitor Contact Name: _____ Title: _____
 Phone: _____ E-Mail: _____
 On-Site Contact Name: _____ Phone: _____

CREDIT CARD AUTHORIZATION REQUIRED FOR ADVANCED ORDERS, ON-SITE CHARGES, LABOR AND MATERIALS

Visa MasterCard Amex Account Number: _____ Exp. Date: _____
 Card Holder's Name: _____ Signature: _____
 Check enclosed #: _____ Amount: _____

STANDARD 110v/120v SERVICE

Service originates at back center of Inline & Peninsula Booths.

QTY	SERVICE	ADVANCED	STANDARD	TOTAL
	500watts	\$118.00	\$160.00	
	1000watts	\$150.00	\$210.00	
	2000watts	\$190.00	\$255.00	
	24HR. 500watts	\$177.00	\$240.00	
	24HR. 1000watts	\$225.00	\$315.00	
	24HR. 2000watts	\$285.00	\$382.50	
	OTHER	CALL	CALL	

208V MOTORS/MACHINERY SERVICE

Labor and material charges will apply.

QTY	SERVICE	ADVANCED	STANDARD	TOTAL
	20amp 1Phase	\$410.00	\$510.00	
	30amp 1Phase	\$430.00	\$575.00	
	60amp 3Phase	\$800.00	\$1,120.00	
	100amp 3Phase	\$1,280.00	\$1,500.00	
	24HR 20amp 1Phase	\$615.00	\$765.00	
	24HR 30amp 1Phase	\$645.00	\$862.50	
	24HR 60amp 3Phase	\$1,200.00	\$1,760.00	
	24HR 100amp 3Phase	\$1,920.00	\$2,250.00	
	OTHER	CALL	CALL	

RENTAL LIGHTS

Price includes Power, Installation/Dismantle and a One-Time Focus on Straight Time.

QTY	SERVICE	ADVANCED	STANDARD	TOTAL
	4' Track w/3- 90w Lamps	\$167.00	\$263.00	
	8' Track w/3-90w lamps	\$232.00	\$315.00	
	Each additional track lamp	\$20.00	\$30.00	
	LED Clamp Stem Light	\$130.00	\$175.00	
	Parcan Overhead Light	\$670.00	\$900.00	

ELECTRICAL LABOR RATES PER HOUR:

Straight Time: 8am-4:30pm Monday-Friday
 Regular Rate: \$121.00 Show Site Rate: \$148.00
Over Time: 6am-8am after 4:30pm Monday-Friday / All Day
 Saturday Regular Rate: \$181.50 Show Site Rate: \$222.00
Double Time: All Day Sunday / Recognized Holidays
 Regular Rate: \$242.00 Show Site Rate: \$296.00

- Installation/Dismantle labor is scheduled and billed at rates in accordance with show move-in/out.
- The minimum charge of ½ hour installation will apply.
- Dismantle labor of floor power will be automatically charged at 50% of the total installation hours.
- Dismantle of overhead services, signs, truss, motors and lights will be billed on actual labor hours incurred.

Unsupervised Installation Supervised Installation by Exhibitor/Name: _____ Cell: _____
 NO YES EAC or I&D Company: _____ On-Site POC: _____ Cell: _____

PLEASE CHECK ALL WORK REQUIRED BELOW. Only PCC/SMG electricians under IBEW Jurisdiction perform the electrical installations listed below.
 Material charges will apply where applicable, i.e. extension cords/feed cables/cord caps, lift charges, etc.

<input type="checkbox"/> Distribution of cords/cables under carpet/flooring from point of origin Date: _____ Time: _____	<input type="checkbox"/> 208v/480v Service Connection Date: _____ Time: _____	<input type="checkbox"/> Dedicated Daily Booth Labor (submit schedule if necessary) Date: _____ Time: _____	<input type="checkbox"/> Computer Installation & Dismantle	<input type="checkbox"/> Satellite Dish Assembly / Dismantle & Cabling
<input type="checkbox"/> Network Data Cabling Distribution & Terminations	<input type="checkbox"/> Hardwire Lights & Electrical Equipment	<input type="checkbox"/> Coax <input type="checkbox"/> VGA <input type="checkbox"/> Audio Signal <input type="checkbox"/> Low Voltage Terminations	<input type="checkbox"/> Close Circuit TV, Security Cameras/Monitors	
Booth Lighting <input type="checkbox"/> YES <input type="checkbox"/> NO Stem Lights & Electrical Signage Install Date: _____ Time: _____ Dismantle Date: _____ Time: _____	<input type="checkbox"/> Truss/Motors/Lights <input type="checkbox"/> Exhibitor Rental <input type="checkbox"/> PCC/SMG Rental Install Date: _____ Time: _____ Dismantle Date: _____ Time: _____	<input type="checkbox"/> Suspended Electrical Signs w/Lights and/or Motors Install Date: _____ Time: _____ Dismantle Date: _____ Time: _____	<input type="checkbox"/> Disconnect/Connect Vehicle Battery Disconnect Date: _____ Time: _____ Reconnect Date: _____ Time: _____	

PCC/SMG ELECTRIC SERVICE ORDER 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 PCC/SMG Utility Services Department for availability and quotes at (215) 418-2190 or e-mail utilities@paconvention.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 received with payment in full by the deadline date noted on front of this form.
- c. **Standard Rates** will be applicable to service orders received after the Advanced Rate Deadline or orders received without payment.
- d. Third party billing is available upon request. Please contact the PCCA/SMG Finance Department at 215-418-4793 for approval.
- e. **Outstanding balance** for services will be automatically billed to the credit card on file.
- f. Credit will not be given for service installed and not used.
- g. **Cancellation of services** must be received by PCCA/SMG Utility Services 21 days prior to the event. Services cancelled without 21 days prior written notice are subject to a cancellation fee of 25%.
- h. A \$25.00 handling charge will be assessed for returned checks due to insufficient funds.
- i. Rates are based on current wages and are subject to change without notice.
- j. **Claims** regarding services provided by PCCA/SMG will not be considered unless filed by customer issued prior to the close of show.
- k. **Refunds** of overpayments and dispute resolutions will be issued by submitting request to PCCA/SMG Finance Department within 30 days of the close of final invoicing.
- l. 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/SMG 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.
- m. **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.
- n. For companies exempt from sales tax, PCCA/SMG 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. Advanced 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/SMG 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.
- d. 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/SMG and/or its sub-contractors shall remain the property of PCCA/SMG and/or its sub-contractors.
- c. All rental equipment furnished by PCCA/SMG not left in the booth at close of show will be charged an additional 75% of the original rental equipment charge.
- d. PCCA/SMG and/or its sub-contractors are authorized to cut floor coverings to gain access to utility floor ports and permit the installation of service.
- e. PCCA/SMG or its sub-contractors are not responsible for interruption or fluctuation of services.
- f. All equipment provided by customer shall be compliant with the National and Philadelphia Electrical and Building Codes and PCCA/SMG safety standards. All equipment is subject to inspection and approval by PCCA/SMG prior to connection of service.
- g. Customer is responsible for any lost or damaged equipment supplied by the PCCA/SMG.