

Electric Service Instructions

**Complete the Order Form and retain a copy for your records.
Mail or fax a copy of the Order Form and FULL PAYMENT to:**

CITY OF TAMPA/TAMPA CONVENTION CENTER
ATTN: Service Desk
333 S. Franklin Street
Tampa, FL 33602
Fax: 813-274-7859

MATERIAL & LABOR: Outlets will be located at the rear of the booth. Labor and material required to relocate outlets will be charged a minimum of one hour at the hourly rate. Minimum of 1hr charged for installation for booths with extensive power needs. To determine power requirements, check the UL listing on the back of all equipment. All island booths and all 208V require a minimum of 1 hour labor and a scaled floor plan.

Rate Policy

1. ADVANCE RATES require that Order Forms, floor plans, AND full payment MUST be postmarked a Minimum of 14 CALENDAR DAYS PRIOR to the first day of show. FLOOR RATES will apply after the deadline.
2. Outlets will be located at the rear center of the booth. Additional labor is required to relocate outlets and on orders requiring outlets in a specific location.
3. Orders requiring 24-hour service are charged DOUBLE RATE.
4. Rates include equipment rental. Equipment not returned to the service desk within one hour of show closing will incur additional charges.
5. TCC exhibitors found using service where no orders have been placed prior to the event will be charged 1 ½ times the floor rate for the power used.
6. Rates are for the entire show.

Cancellation Policy

1. Notification of cancellation of services MUST be postmarked in writing a MINIMUM of 14 days prior to the first scheduled show date to receive a full refund, less a \$50 administrative fee.
2. No refunds will be given for services installed and not used.
3. The Center will not refund overpayments, except sales tax, in amounts less than \$15.00, unless specifically requested in writing.
4. There will be a \$25 service charge on all returned checks.

Payment Policy

1. 100% payment (in U.S. currency ONLY) must accompany each order. Make Company, certified, or cashier's check payable to the City of Tampa/Tampa Convention Center. No Personal checks, please. Credit Cards accepted: Visa, MasterCard, and AMEX.
2. Electric services not received must be reported to the Service Desk PRIOR to the show opening in order to receive a refund.
3. Payment for additional on-site materials/labor is due when service is rendered.
4. If by any reason of any default on the part of the TCC lessee or exhibitor hereunder, it becomes necessary to engage an attorney, the TCC lessee or exhibitor agrees to pay all costs, expenses and attorney's fees expended or incurred by the City/TCC in connection therewith. The City/TCC will not be responsible for strikes, accidents, fires, acts of God, terrorism or delays beyond its control.
5. Upon check-in, with a personal and/or company credit card, a Credit Card Authorization Form must be completed and will be kept on file until the close of the event for unanticipated charges.

Electrical Regulations for Temporary Wiring of Booths and Exhibits

1. Electricity will be turned on 30 minutes prior to show opening and turned off within 30 minutes after show closes.
2. All motors over 3 horsepower MUST have magnetic starters and disconnecting switch furnished by exhibitor.
3. No exhibitor shall make any electrical installation, nor shall he make any electrical connection of any appliance or equipment to the building electrical system. Wall, column and permanent building utility outlets are not part of booth space and are not to be used by exhibitors, unless specified otherwise. Surge Protectors are recommended for computers and other sensitive equipment.
4. All electrical connections to the building electrical system or extension thereto shall be made by the electrical contractor and/or building electricians.
5. Extensions to the building electrical system shall be made by three-wire flexible cord, Type SO or equal, in lengths so arranged that there will be no more than one coil, 2 feet in diameter, of excess cord. No single lighting circuit shall exceed 2,000 watts at 120 volts. Exhibits requiring larger lighting connection must be wired with its own fuse or circuit breaker panel, capable of receiving 120-208 volt three wire feed.
6. No cord shall be run across any space where subject to traffic, unless the cord is encased in a protective cover, specifically approved for the purpose.
7. The TCC is authorized to cut floor coverings to permit installation of service, unless otherwise directed.
8. Termination of extensions to the building electrical system shall be in assemblies specifically approved for the purpose by the Electrical Inspection Section.
9. All electrical equipment or appliance connected to the building electrical system or extension thereto in booths or displays shall be: (1) listed and labeled by a Nationally Recognized Standard Testing Laboratory, (2) specifically approved by the Electrical Inspection Section, and (3) all equipment must be properly tagged and wired with complete information as to type of current, voltage, phase, cycle, horsepower, etc.
10. No electrical equipment shall be attached to or supported from booth dividers.
11. Permanently installed wiring on all booths or displays shall be encased in an approved metal raceway. Where flexibility is necessary, such as between booth sections and at connection points to the building electrical system or supply points. Type SO cord or equal, in lengths not to exceed six feet, equipped with approved attachment plugs may be utilized. Special built displays must have electrical wiring accessible for inspection and trouble shooting at all times. They must be accessible from side or rear and not solidly built in.
12. All splices and terminations shall be made in an approved metal enclosure.
13. There shall be no exposed live metal parts.
14. All flexible cords shall be three wires, Type SO or equal, unless such cord is a component part of an assembly, which is specifically approved. No two wire extension cords are allowed.
15. All Exposed, non-current carrying metal parts of the electrical installation shall be effectively grounded.
16. No electrical equipment or appliances, which under normal operating conditions attain a surface temperature in excess of 90 degrees C or 194 F, shall be mounted on or supported from any combustible material, unless separated therefrom by a substantial non-combustible material.
17. Lighting fixtures or other appliances or equipment equipped with other than Type SO cord its equal will be accepted, provided the complete assembly, including the cord, is listed and labeled by a National Recognized Standard Testing Laboratory.
18. Use of open clip sockets, latex or lamp cord wire, duplex or triplex attachment plugs in exhibits is prohibited.
19. The exhibitor is responsible for all electrical equipment and is totally responsible for any liability involving the same.
20. Motors over ¾ horsepower must have a switch with overload protection or fuse protection.
21. Before show breaks on the final day, stop your machinery in dismantling position, as power cannot be turned on again. In addition, this will help to avert any possible personal injury.
22. The City/TCC will not be responsible for voltage fluctuations or power failure.



TAMPA CONVENTION CENTER ELECTRIC SERVICE ORDER

333 S. Franklin St.
Tampa, Florida 33602

PHONE
813-274-8511
1-800-426-5630

FAX
813-274-7859

Exclusive Service Provided by Tampa
Convention Center
www.TampaConventionCenter.com

SEE REVERSE SIDE FOR RATE, PAYMENT POLICIES, AND REGULATIONS

Event Name	Booth #	Booth Size: Standard ___ Island ___
Exhibitor Name		Dates From: To:
Address		Authorized Person
Address	City State Zip	E-mail
Phone	() -	Fax () -

	ADVANCE ORDER	FLOOR ORDER	24-hour service (double rate)	QUANTITY	AMOUNT
120 Volts (Includes 1 hr. labor)					
0-500 Watts (5 Amps)	\$ 69.00	\$100.00			
501-1000 Watts (10 Amps)	\$ 89.00	\$130.00			
1001-2000 Watts (20 Amps)	\$109.00	\$160.00			

	ADVANCE ORDER	FLOOR ORDER	24-hour service (double rate)	QUANTITY	AMOUNT
208 Volts Single Phase (Requires 1 hr. labor)					
20 Amps	\$189.00	\$295.00			
30 Amps	\$239.00	\$365.00			
60 Amps	\$289.00	\$400.00			
100 Amps	\$449.00	\$635.00			
Straight time = 8am-3:30pm, Mon-Fri.	\$ 36.00	\$ 36.00			
Overtime = after 3:30pm Mon-Fri and all day Sat/Sun/Holiday	\$ 72.00	\$ 72.00			

	ADVANCE ORDER	FLOOR ORDER	24-hour service (double rate)	QUANTITY	AMOUNT
208 Volts Three Phase (Requires 1 hr. labor)					
20 Amps	\$299.00	\$450.00			
30 Amps	\$319.00	\$480.00			
60 Amps	\$449.00	\$665.00			
100 Amps	\$565.00	\$875.00			
Straight time = 8am-3:30pm, Mon-Fri.	\$ 36.00	\$ 36.00			
Overtime = after 3:30pm Mon-Fri and all day Sat/Sun/Holiday	\$ 72.00	\$ 72.00			

Lighting Equipment - see Computer and Audiovisual Form.

	ADVANCE ORDER	FLOOR ORDER	24-hour service (double rate)	QUANTITY	AMOUNT
Additional Equipment & Services					
3-Wire Ground 25 ft extension cord	\$ 25.00	\$ 25.00			
Power Strip	\$ 25.00	\$ 25.00			
Q-taps	\$ 10.00	\$ 10.00			
Ceiling Drops (per drop)	\$150.00	\$200.00			

	SUB-TOTAL	
	SALES TAX (7%)	
	TOTAL	

Special Instructions:

Island Booths & Three Phase: A scaled floor plan must accompany orders showing locations of electrical outlets, connections, and lighting equipment. Orders will not be processed unless accompanied by required floor plans.

FORM OF PAYMENT PAYABLE TO THE CITY OF TAMPA				
Check <input type="checkbox"/>	Cash <input type="checkbox"/>	Visa <input type="checkbox"/>	MasterCard <input type="checkbox"/>	AMEX <input type="checkbox"/>
Account Number:			Exp. Date	
Name (Please Print)				
Cardholder Signature				
<i>I also authorize charging any unpaid balances to my credit card.</i>				

TCC USE ONLY	
Check Number	
Amount Paid	
Balance Due	
Date Processed	
Processed By	
Postmarked Date	

To receive advance rates, orders and floor plans must be postmarked 14 days prior to the first day of show.