

**Electrical Service Order Form**  
 Chattanooga Convention Center  
 P.O. Box 6008  
 Chattanooga, Tennessee 37401  
 (423) 756-0001 Fax: (423) 424-2993  
 e-mail: [mail@chattconvention.org](mailto:mail@chattconvention.org)

**General Information:**

This form may be used for ordering standard electrical service. Rates for standard electrical services are on this form. Rates for special wiring are set on a case-by-case basis. Special electrical services should be ordered through the Event Coordinator at least two weeks prior to the opening of the show.

**IMPORTANT CONDITIONS AND REGULATIONS:**

1. Wall, column and permanent building utility outlets are not a part of booth space and are not to be used by exhibitors unless otherwise specified.
2. All equipment regardless of source of power must comply with all federal state and local safety codes.
3. Use of open clip sockets, latex or lamp cord wire, duplex or triplex attachment plugs in exhibits is prohibited.
4. Claims will not be considered unless filed by the exhibitor prior to the close of the exhibition.
5. Prices based upon current wage rates are subject to change without notice.
6. Under no circumstances shall anyone other than the "house electrician" make electrical connections.
7. Special equipment requiring company engineers or technicians for assembly, service or preparatory work and operation may be executed without the "house electrician," however, the "house electrician" must make all service connections and overload protection only.
8. All equipment must be properly tagged and wired with complete information as to type of current, voltage, phase, cycle, horsepower, etc.
9. All material and equipment furnished by the Convention Center for this service order shall remain the Convention Center's property and be removed ONLY by the Convention Center at the close of the show.
10. Electrical power for lights and displays will be turned on one hour prior to the show opening and off at show closing time.
11. Unless otherwise specified, Convention Center personnel are authorized to cut floor covering to permit installation of service.
12. All exhibitors' cords must be of the three-wire grounded type. All exposed non-current carrying metal parts of fixed equipment which are liable to be energized shall be grounded.
13. Rates quoted for all connections cover only the bringing of service to the booth in the most convenient manner and do not include connection equipment or special wiring.
14. **Advance orders MUST be received a minimum of ten (10) business days prior to exhibitor setup date.**

Will you require work beyond normal connections?  
 Yes  No  
 Explain:

**Please fill out each section**

**Electrical Services Connections Voltage x Amps = Watts**

Check One	120 Volt	Advance Cost	Standard Cost	Totals
	0 – 500 Watts	55.00	70.00	
	501 – 1000 Watts	62.00	80.00	
	1001 – 1500 Watts	69.00	95.00	
	1501 – 2000 Watts	76.00	105.00	

	208 Volt 1 Phase (20 amps)	85.00	120.00	
	208 Volt 3 Phase (40 – 60 amps)	175.00	235.00	

**TOTAL ELECTRICAL SERVICE**

**Water/Air Services**

Hookups for each piece of equipment (hookup is 1/2" line)

Please indicate the number of hookups needed

#	Hookups	20.00	30.00	
#	Drains	NA	NA	
#	Air	20.00	30.00	

**TOTAL WATER/AIR SERVICE**

**Labor Services**

Banner Hanging/Removing - (min. charge of \$90 up to an 8' x 4' - Call for quote on larger banners) \$45.00 per man hour times

# 2	Hours @ \$45 ea	90.00	90.00	
#	Hours @ \$45 ea			

**TOTAL LABOR SERVICES**

**TOTAL ELECTRICAL/WATER/LABOR**

Tradeshow		Booth #	
Company Name		Contact Name	
Address			
City/State/Zip		Telephone #	

To receive the advance rate full payment **MUST** accompany this order and be received two weeks prior to event. No exceptions please. If paying by credit card please FAX this order along with the credit card authorization form to (423) 424-2993. To pay by check or money order please send completed order and payment to the above P.O. Box address to arrive two weeks before the event's start date.

**Chattanooga Convention Center  
Credit Card Authorization Form**

Mail: PO Box 6008, Chattanooga, TN 37401

Fax: 423.424.2993

E-mail: [adolejs@chattconvention.org](mailto:adolejs@chattconvention.org)

Name of Event \_\_\_\_\_

Date of Event \_\_\_\_\_

Exhibitor \_\_\_\_\_

Booth Number \_\_\_\_\_

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

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I, \_\_\_\_\_, hereby authorize the Chattanooga-Hamilton County Convention and Trade Center to charge the following credit card for my exhibitor charges.

Total Amount Due \$ \_\_\_\_\_

Please choose the appropriate card:

MasterCard \_\_\_\_\_ Visa \_\_\_\_\_ American Express \_\_\_\_\_ Discover \_\_\_\_\_

Cardholder's Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

.....

Card # \_\_\_\_\_

Expiration Date \_\_\_\_\_

Three Digit Code (on back of credit card) \_\_\_\_\_