



KENTUCKY
INTERNATIONAL
CONVENTION CENTER

ELECTRICAL SERVICE ORDER FORM

Control No. _____
Return to:
Service Desk - KICC
221 Fourth Street
Louisville, KY 40202
(502) 595-4367
FAX (502) 583-1918

Name of Event

Date(s) of Event

PLEASE FILL OUT ORDER FORM BELOW AND ACCOMPANYING PAYMENT FORM:

ADVANCE ORDERS must be postmarked no later than twenty-one (21) days prior to the first day of the event. Any orders postmarked after that day will be at the floor order rate. PAYMENT MUST ACCOMPANY ORDER TO RECEIVE ADVANCE ORDER RATE. **NO EXCEPTIONS.**

STANDARD ELECTRICAL SERVICE
208/120 Volt AC Single Phase or Three Phase
480/277 Volt AC Single Phase or Three Phase (Where available)

CONDITIONS & 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 specified otherwise.
2. All equipment regardless of source of power must comply with all national, state and local safety codes.
3. Claims will not be considered unless filed by exhibitor prior to close of show.
4. Prices are based on current wage rates and are subject to change without notice.
5. Special equipment requiring company engineers or technicians for assembly, servicing, preparatory work and operation may be executed without "house electrician". However, all service connections and overload protection to such equipment must be made by "house electrician".
6. All equipment must be properly tagged and wired with complete information as to type of current, voltage, phase, cycle, horsepower, etc.
7. All material and equipment furnished by K.I.C.C. for this service order shall remain K.I.C.C.'s property and shall be removed ONLY by K.I.C.C. at the close of the show.
8. Unless otherwise directed, K.I.C.C. electricians are authorized to cut floor coverings to permit installation of service.
9. All exhibitor's cords must be the 12/3 wire grounded type. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.
10. 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.
11. Advance orders must be postmarked a minimum of twenty-one (21) days prior to first show day.
12. All fountains and pumps should have Ground Fault Interruption (G.F.I.) protection.

Exhibitors shall pay for any required or requested services, equipment, materials and technicians at prevailing rates and conditions at the time of the event.

Firm Name _____	
Booth Number _____	
Address _____	
_____	_____
City	Telephone
_____	_____
State	Zip
E-Mail Address _____	
Authorized By: _____	
_____	_____
Signature	Date

Qty	Description	Advance Rate	Floor Rate	Cost
120 Volts Service				
	10 Amp	\$84	\$145	
	15 Amp	\$100	\$180	
	20 Amp	\$120	\$210	
208 Volts Single Phase				
	30 Amp	\$240	\$465	
	60 Amp	\$335	\$690	
	100 Amp	\$480	\$875	
208 Volts Three Phase				
	30 Amp	\$290	\$550	
	60 Amp	\$425	\$755	
	100 Amp	\$535	\$975	
	200 Amp	\$1,010	\$1,835	
480 Volts Single Phase				
	30 Amp	\$240	\$405	
	60 Amp	\$335	\$690	
	100 Amp	\$480	\$875	
480 Volts Three Phase				
	30 Amp	\$300	\$580	
	60 Amp	\$445	\$730	
	100 Amp	\$575	\$1,055	
ELECTRICIAN LABOR INCLUDED				
SUBTOTAL				

	Extension Cord	Advance \$25	Floor \$40	
	Multi Plug Strip	Advance \$30	Floor \$40	
	6% KY Sales Tax			
SUBTOTAL				

ADDITIONAL LABOR - 1 HOUR MINIMUM				
hrs	Electrician	Advance \$70	Floor \$115	
hrs	Electrician's Helper	Advance \$50	Floor \$90	
Regular time is Monday through Friday, 7:30 a.m. - 4:00 p.m. Time and a half is all other hours including weekends. Holidays are double time.				

ELECTRICAL SERVICE TOTAL

Make remittance payable to:

Kentucky International Convention Center
221 Fourth Street
Louisville, KY 40202
Check # _____

METHOD OF PAYMENT FORM



**KENTUCKY INTERNATIONAL
CONVENTION CENTER**

NAME OF SHOW: _____
COMPANY NAME _____
ADDRESS: _____
CITY/STATE/ZIP: _____
PHONE: _____
FAX: _____
EMAIL: _____

ATTN: Service Desk
 221 Fourth Street Louisville, KY 40202
 PH: (502) 595-4367 FAX: (502) 583-1918

If you are going to utilize the services of Kentucky International Convention Center, this form must be completed and returned. Please indicate, below, the method of payment you will be using for services provided.

CASH
 CHECK
 To the address above in U.S. funds
****A service fee of \$25.00 will be charged on checks that are returned for any reason.****

BANK TRANSFER
 Kentucky State Fair Board
 Fifth Third Bank
 Fountain Square
 Cincinnati, OH 45263
 ACCT: 82194565
 Receipts account
 ABA# 083 002342
 Wire info: 042 000314
 Swift# FTBC US 3C

CREDIT CARD
 VISA **AMERICAN EXPRESS**
 MASTERCARD **DISCOVER**
 This authorization will allow us to charge your account for your advanced orders and any additional amounts incurred as a result of show site orders placed by representative. **(THIS INCLUDE INTERNAL FREIGHT HANDLING CHARGES.)**
****A service fee of \$25.00 will be charged for any credit card purchase that is reversed or chargedback.****

Account no: _____
 Verification Number _____
 (3 digit number on back of card)
 Expiration Date: _____
 Cardholder's name: _____
 Signature: _____

THIRD PARTY AUTHORIZATION
 We agree, as Exhibit Contractor for the client, that we are responsible for payment of charges. All items indicated below will be the sole responsibility of the Exhibit Contractor.

All invoices are Net 30 Days

- All Services
- Electric
- Labor
- Water/Air Connections
- Forklift/JLG Highlift rentals
- Carpet Cleaning
- Freight Handling

THIRD PARTY AGENT:

Account no: _____
 Verification Number _____
 (3 digit number on back of card)
 Expiration Date: _____
 Cardholder's name: _____
 Signature: _____
 Company Name: _____
 Address: _____
 City/State/Zip: _____
 Phone: _____
 Fax: _____
 Email: _____

I AGREE TO ALL TERMS AND CONDITIONS AS DESCRIBED IN THIS METHOD OF PAYMENT FORM

**PLEASE RETURN FORM &
 PAYMENTS TO THE ADDRESS
 ABOVE**

**ORDER DEADLINE DATE:
 21 DAYS PRIOR TO
 SHOW DATE**