



**Rhode Island Convention Center**  
 One Sabin Street, Providence, Rhode Island 02903-1814  
 Telephone (401) 458-6103 Fax (401) 458-6298  
 Email: businesscenter@smgricc.com

**Office Use Only:**

**EL:**

**ELECTRICAL SERVICE ORDER FORM**

Name of Event \_\_\_\_\_ Event Dates \_\_\_\_\_ Booth # \_\_\_\_\_  
 Company Name \_\_\_\_\_ Phone # \_\_\_\_\_ Fax # \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Contact Person \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**Payment Notice:** Prepaid rates apply only to orders received **15 days** prior to the first scheduled event move in day. Standard rates apply to orders received after this time. No Exceptions. Tax must be included unless a state tax exemption document is provided. ELECTRICAL SERVICES WILL NOT BE SUPPLIED UNTIL PAYMENT IS RECEIVED IN FULL.

*Please call for a quote on rates for higher wattage and voltage.*

**STANDARD ELECTRICAL SERVICE**

120volts – per single receptacle	*Pre Paid Rate*	Standard Rate	Quantity	Subtotal	RI 7% tax	Total
5amp (480 watts) Max	\$79.00	\$93.00				\$
10amp (960 watts) Max	\$89.00	\$104.00				\$
15amp (1440 watts) Max	\$99.00	\$118.00				\$
20amp (1920 watts) Max	\$104.00	\$124.00				\$

**SPECIAL ELECTRICAL SERVICE:** The below services require a minimum charge of 1 hour labor per connection. See Labor Rates in “Electrical Labor” section below.

*208 Volts Per Connection	* Pre Paid* Single Phase	*Pre Paid* 3 Phase	Standard Single Phase	Standard 3 Phase	Quantity	Subtotal	RI 7% Tax	Total
10 amp	\$108.00	\$156.00	\$129.00	\$187.00				\$
20 amp	\$126.50	\$227.00	\$151.00	\$262.00				\$
30 amp	\$191.00	\$290.00	\$240.00	\$349.00				\$
40 amp	\$242.00	\$358.00	\$290.00	\$429.00				\$
50 amp	\$300.00	N/A	\$360.00	N/A				\$
60 amp	\$357.00	\$377.00	\$429.00	\$453.00				\$
<b>SUBTOTAL:</b>								\$

Please check here if 24 hour power is required. Add 50% of rate to subtotal for a Service Fee.

**SERVICE ACCESSORIES – ITEMS DO NOT INCLUDE POWER**

	*Pre Paid Rate*	Standard Rate	Quantity	Subtotal	RI 7% Tax	Total
Extension Cord	\$18.00	\$22.00				
Power Strip	\$ 25.00	\$31.00				
Quad Box	\$29.00	\$34.00				
Triple Tap	\$13.00	\$16.00				
<b>SUBTOTAL:</b>						\$

\*Booth and Flood Lighting Available. For Other Electrical Needs, Please Contact the Exhibitor Services Center at (401) 458-6103.

**ELECTRICAL LABOR – CHARGES INCLUDED WITH STANDARD ELECTRICAL SERVICE ONLY**

- Labor Time will be charged in One Hour Increments. Minimum Charge One Hour

Labor	Standard Rate	Quantity	Subtotal	No Tax	Total
	\$75.50 / hour			\$	
<b>TOTAL</b>					\$

Send this completed form with payment to the address at the top of the page. Please make checks payable to: Rhode Island Convention Center or you may pay by Credit Card. Company ck # \_\_\_\_\_

Visa      MasterCard      AMEX      Discover

Card#: \_\_\_\_\_ Exp Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

**Total for All Services**      \$

Please Attach floor plan for specific installation. Thank You.

Instructions:

L E F T      **Standard Booth**      R I G H T

What size is your booth: 10 x 10, 20 x 20, or other \_\_\_\_\_ ?

**DO NOT** send this form to the decorator company. Please read policies on second page of form.



## **Terms and Conditions Electrical Service**

1. Payment in full must be rendered prior to delivery of service.
2. Order forms must be filled out completely in order to process properly.
3. Advance order payment guarantees discount rate only, not availability of service.
4. Advance orders must be received a minimum of fifteen (15) days prior to scheduled move-in date. Date payment is received by the Rhode Island Convention Center will determine applicable rate.
5. Refunds will not be given for services installed, but not used.
6. Changes of orders after installation may be subject to labor charges. Minimum of one hour.
7. All materials and equipment furnished by RICC for the service order shall remain the property of RICC and shall be removed only by the RICC staff at the close of the event.
8. Rate quotes for all connections cover the delivery of service to the booth / space in the most convenient manner and do not include connecting equipment and special wiring. Request for special services such as placing cords or relocating service(s) will be subject to additional labor charges.
9. Service outlet size will be determined by the volume required.
10. Walls, columns and permanent building utility outlets are not part of booth space and are not to be used by exhibitors.
11. Claims will not be considered unless filed by the exhibitor prior to the close of the event.
12. All equipment to be connected by the RICC technicians must comply with the federal, state and local safety codes.
13. Under no circumstance should anyone other than a RICC technician make service connection.
14. All equipment should be properly tagged and wired with complete information as to type of current, voltage, phase, cycle, horsepower, etc. All equipment using water must have an inlet and outlet properly tagged.
15. Electrical service will be turned on one (1) hour prior to show opening and turned off at event closing each day. If 24 hour service is required, please order so on the front of the Electrical Service Order form.
16. All exhibitors' cords must be of the 3 wire ground type and comply with Federal, State and Local Safety and Electric Codes.
17. RICC is not responsible for equipment that is not powered down correctly at the end of each day.
18. Advanced / Faxed order receipts can be obtained at the Exhibitor Services Center located on the 3<sup>rd</sup> Level of the Rhode Island Convention Center.
19. Unless otherwise directed, RICC Personnel are authorized to enter the booth for utility box access and/or to cut floor coverings to permit installation of service.
20. Service aisles must be kept clear at all times for access to utility boxes.

**Please return this form to the Rhode Island Convention Center (FAX 401-458-6298).  
DO NOT send it to your decorating company.**

**Questions regarding service should be directed to the Exhibitor Services Center  
Rhode Island Convention Center  
One Sabin Street  
Providence, RI 02903  
(401) 458-6103  
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