



Connecticut Convention Center
 100 Columbus Blvd. Hartford, Connecticut 06103
Exhibitor Services Order Form
Phone: (860) 728-2640
Fax: (860) 728-2641

Forms available online www.ctconventions.com

PL _____

COMPRESSED AIR-WATER-DRAIN SERVICE ORDER FORM

Name of Event _____	Date of Event _____
Firm Name _____	Booth Number (s) _____
Street Address _____	Contact Person _____
City _____ State _____	Zip _____ Phone# _____

PAYMENT NOTICE – SERVICES WILL NOT BE SUPPLIED UNTIL TOTAL DUE IS PAID IN FULL.
 TAX MUST BE INCLUDED UNLESS YOU PRODUCE STATE OF CT TAX EXEMPTION DOCUMENTATION
 CHECK PAYMENT METHOD ONLY ACCEPTED ON PREPAID ORDERS.
 *PREPAID RATES apply order paid in full and received 21 DAYS PRIOR TO FIRST SCHEDULED MOVE IN DAY
 - Standard rates apply to orders received after the 21 day cut off rate. NO EXCEPTIONS.

PAYMENT INFO – PAYMENT MUST ACCOMPANY ORDER

Money Order # _____ Company Check # _____

MasterCard Discover Card VISA American Express

Name on card _____ Exp. Date _____

Credit Card # _____

Authorized Signature _____

Please make checks payable to
Connecticut Convention Center
 Note: We cannot accept cash or checks from foreign banks

I have read and agree to all the Terms and Conditions of the order. Please see the back page for complete terms and conditions.

Signature: X _____

WATER SUPPLY & DRAIN CONNECTIONS: FOR CONNECTIONS OVER 10 FEET, AN ADDITIONAL CHARGE FOR PARTS AND LABOR WILL BE ASSESSED. PLEASE CALL FOR QUOTE. COSTS WILL VARY CONSIDERABLY FOR MOST BOOTHS BASED ON BOOTH LOCATION RELATIVE TO WATER/DRAIN CONNECTIONS IN FLOOR.
Labor rate \$60 per hour

(NON-POTABLE) WATER SUPPLY: FOR CONNECTIONS OVER 10 FEET, AN ADDITIONAL CHARGE FOR PARTS AND LABOR WILL BE ASSESSED. PLEASE CALL FOR PLUMBING QUOTES

Water (Cold) up to 500 Gallons <i>*Drain not included and prices based on 1/2" line</i>	*Prepaid Rate	*Standard Rate	Quantity	Subtotal	CT 6% Tax	Total
1 st Connection	\$ 240.00	\$ 288.00	_____	_____	_____	_____
Each additional connection	\$ 120.00	\$ 144.00	_____	_____	_____	_____
Each additional 100 gallons	_____	_____	_____	_____	_____	_____
Lines above 1/2" in size, add 50% to service charge	_____	_____	_____	_____	_____	_____
Size of water line required: _____	_____	_____	_____	_____	_____	_____
*Pressure may vary. Minimum pressure 45 PSI, maximum pressure 80 PSI If pressure is critical, exhibitor should provide their own pressure regulator valve						

Drain Connection <i>*Water not included and prices based on 3/4" drain line</i>	*Prepaid Rate	*Standard Rate	Quantity	Subtotal	CT 6% Tax	Total
1 st Connection	\$ 270.00	\$ 324.00	_____	_____	_____	_____
Each additional connection	\$ 102.00	\$ 122.00	_____	_____	_____	_____
Lines above 3/4" in size, add 50% to service charge	_____	_____	_____	_____	_____	_____
Size of drain line required: _____	_____	_____	_____	_____	_____	_____

One Time Fill & Drain <i>*Up to 500 gallon maximum</i>	*Prepaid Rate	*Standard Rate	Quantity	Subtotal	CT 6% Tax	Total
One Time Fill & Drain	\$ 240.00	\$ 288.00	_____	_____	_____	_____
Per additional unit in same booth	\$ 90.00	\$ 108.00	_____	_____	_____	_____
Each additional 100 gallons	\$ 10.00	\$ 10.00	_____	_____	_____	_____

Compressed Air Please Contact Exhibitor Services for Availability

ORDER TOTAL:

PLEASE READ IMPORTANT CONDITIONS AND INSTRUCTIONS ON REVERSE SIDE OF THIS FORM

IMPORTANT CONDITIONS AND REGULATIONS

1. PREPAID ORDERS: To receive prepaid rate, orders must be received a minimum of 21 days prior to first scheduled move-in day.
2. CONDITIONS FOR PROCESSING SERVICE ORDER FORMS:
 - a. Payment **IN FULL, IN U.S. FUNDS** must accompany service order form.
 - b. Date payment is **received** by the Connecticut Convention Center will determine applicable rate.
 - c. All order form information must be completed in full for order to be processed. Incomplete order forms could result in processing delay resulting in slow service installation.
 - d. No service will be installed until full payment is received.
 - e. Cancellations - **Refunds will be computed as follows:**
 - After installation – **NO REFUND.**
 - Before installation, but 6 days or less prior to first scheduled move in day – **85% REFUND.**
 - Before installation and more than 6 days prior to first scheduled move in day – **FULL REFUND.**
3. Rates quoted for all connections cover only the bringing of service to the booth in the most convenient manner as determined by the Connecticut Convention Center and **DO NOT** include connecting equipment to provided services. Special placement or relocation of service will result in a labor charge. A credit card number must be provided if booth labor is required. Payment **IN FULL** must be rendered for such services before the close of event day.
4. Credit will not be given for services installed and not used.
5. a. Connection rates listed cover bringing service from the main line to the booth and do not include connecting equipment. Request for special services such as placing hose under carpet or relocating service(s) will incur a labor charge.
b. All work performed within booth attaching lines to equipment will be charged on a time and material basis in addition to connection fees.
c. A separate connection fee will be made for each piece of equipment using connected service, whether connected direct or otherwise.
6. Claims will not be considered unless filed in writing by exhibitor prior to close of show.
7. Unless otherwise directed, Connecticut Convention Center personnel are authorized to cut floor covering to permit installation of service.
8. Obstructions blocking utility floor boxes are subject to relocation as necessary.
9. All material and equipment furnished by the Connecticut Convention Center for this service order shall remain the Connecticut Convention Center's property and shall be removed only by the Connecticut Convention Center at the close of the show.
10. Wall, column and permanent building utility outlets are not part of the booth space and are not to be used by exhibitors.
11. All equipment must comply with federal, state and local safety codes.
12. Prices are based upon current wages rates and are subject to change without notice.
13. Under **NO** circumstances shall anyone other than "house personnel" make service connections.
14. Special equipment requiring company engineers or technicians for assembly, servicing, preparatory work and operation may be executed without "house personnel", however, all service connections to such equipment must be made by "house personnel" only.
15. The Connecticut Convention Center reserves the right to refuse connection to any exhibitor whose equipment is deemed unsafe by Connecticut Convention Center Management.
16. All equipment using water must have inlet and outlet properly tagged.
17. The Connecticut Convention Center will not be responsible for moisture or water in air lines. Exhibitors should supply their own filter or other equipment to handle moisture or water.
18. The Connecticut Convention Center must have 30 days notice in order to supply special regulators, strainers, traps, etc.
19. Service outlet size will be determined by the volume required.

**Make remittance and mail to:
Connecticut Convention Center – Attn; Exhibitor Services
100 Columbus Blvd Hartford, CT 06103**