

ELECTRICAL SERVICES ORDER FORM



Effective January 1, 2022 - December 31, 2022

Electrical Rules & Regulations

01. Wall, column and permanent building utility outlets are not part of booth space and are not to be used by media organizations or the exposition services provider unless specified otherwise. Electrical panels or other equipment in column recesses may not be blocked at any time.
02. All equipment regardless of source of power must meet federal, state and local safety codes. The Convention Center reserves the right to refuse electrical connection of equipment based on safety.
03. Claims will not be considered unless filed by exhibitors prior to close of show.
04. Prices are based on current wage rates and are subject to change without notice.
05. All equipment must be properly tagged and wired with complete information as to type of current, voltage, phase, cycle, horsepower, etc. The Convention Center will not be responsible for power failure or voltage fluctuation.
06. All material and equipment furnished by the Convention Center for electrical service orders shall remain the Convention Center's property and shall be removed only by Convention Center personnel at the close of the show.
07. Convention Center electricians are authorized to cut floor coverings, to permit installation of service and to maintain floor pit systems. No exceptions will be made in this area. Failure to comply may result in loss of service order. Workspace layouts are prepared by convention management or media organizations, not the Convention Center.
08. All media-provided electrical cords must be of the three-wire grounding type, suitable for installation. "Zip" cord or Romex are not allowed. All exposed non-current carrying metal parts of fixed equipment, which may become energized, shall be grounded.
09. Rates quoted for all connections cover only the bringing of service to the booth in the most convenient manner and do not include connecting equipment or special wiring. All work performed within the booth will be charged on a time and material basis.
10. Advance orders must be received a minimum of 14 days prior to 1st day of show move-in date.
11. Payment must accompany order. No exceptions please. Notice of cancellation must be received prior to scheduled move-in in order to receive credit. Credit will not be given for services installed and not used.
12. Lighting levels for move-in and move-out will be at 50 percent. Exhibit halls are not air conditioned during move-in and move-out.
13. Media organizations are not allowed access to floor pits at any time.
14. Floor rate prices apply to orders received after the due date (14 days prior to 1st day of show move-in date). The Convention Center does not guarantee service prior to show opening for late orders. All requirements exceeding the rate schedule must be priced and approved by the Convention Center prior to ordering.
15. Power will not be installed until payment is received. No expectations.
16. Motor and equipment prices are for ordered power sources only. Hook-ups are not included. No receptacles of any kind are provided by the Convention Center. Media organizations may supply their own receptacles. Labor for electrical work on equipment, including repairs, tracing malfunctions, fishing cable under carpet, and hook-ups provided by Convention Center electricians, will be charged at the prevailing rate (\$85.00 per hour, one hour minimum). If floor plans are received in advance (14 days prior to 1st day of show move-in date), every attempt will be made to work with the decorator to install cable under the carpet.
17. Exhibitor technicians are permitted to perform all electrical work inside booths, including hook-ups, to ordered power sources. All work must conform to national and local codes and is subject to inspection by Convention Center personnel.
18. Labor rates are based on nine hour days, typically from 7:30 a.m. to 5 p.m. Booth labor will be charged an overtime rate after 5 p.m. at the rate of 1.5 times the normal rate.
19. Larger lights such as Leiko lights can be ordered from the Convention Center's preferred in-house audio visual production contractor. For information on services and pricing call 704.339.6180.
20. All power 100 amps and below are typically brought to booths through the floor pit system, located 30 feet on center throughout exhibit halls. Air and water lines are not directed from overhead.
21. The Convention Center's power is 120/208 or 277/480 volts, three phase, five wire wye. Other voltages are not available unless step-up or step-down transformers are provided by the licensee. Rates run the duration of the show. Power, air and water are available 24 hours.
22. Will you require a Convention Center electrician?
 YES NO

QUANTITY	DESCRIPTION	ADVANCED RATE	FLOOR RATE	TOTALS
_____	POWER STRIP (NO POWER)	-	\$35.00	_____
_____	EXTENSION CORD (NO POWER)	-	\$35.00	_____
120 VOLT LIGHTING AND UTILITY (DUPLEX) OUTLETS				
_____	5 AMP (600 WATT)	\$87.00	\$118.00	_____
_____	10 AMP (1200 WATT)	\$112.00	\$147.00	_____
_____	20 AMP (2400 WATT)	\$140.00	\$196.00	_____
MOTOR AND EQUIPMENT SCHEDULE				
208 VOLT SINGLE PHASE*				
_____	0 TO 20 AMPS	\$218.00	\$325.00	_____
_____	21 TO 30 AMPS	\$269.00	\$397.00	_____
_____	31 TO 50 AMPS	\$364.00	\$532.00	_____
_____	51 TO 70 AMPS	\$482.00	\$694.00	_____
_____	71 TO 100 AMPS	\$588.00	\$840.00	_____
208 VOLT THREE PHASE*				
_____	0 TO 20 AMPS	\$308.00	\$426.00	_____
_____	21 TO 30 AMPS	\$403.00	\$571.00	_____
_____	31 TO 50 AMPS	\$571.00	\$853.00	_____
_____	51 TO 70 AMPS	\$728.00	\$1,092.00	_____
_____	71 TO 100 AMPS	\$1,002.00	\$1,355.00	_____
480 VOLT THREE PHASE*				
_____	0 TO 20 AMPS	\$543.00	\$801.00	_____
_____	21 TO 30 AMPS	\$728.00	\$1,092.00	_____
_____	31 TO 50 AMPS	\$1,131.00	\$1,658.00	_____
_____	51 TO 70 AMPS	\$1,540.00	\$2,296.00	_____
_____	71 TO 100 AMPS	\$1,960.00	\$2,867.00	_____
SERVICE DROPS				
_____	208 VOLT, 200 AMPS, SINGLE-PHASE	\$896.00	\$1,344.00	_____
_____	208 VOLT, 200 AMPS, THREE-PHASE	\$1,456.00	\$2,061.00	_____
_____	208 VOLT, 400 AMPS, SINGLE-PHASE	\$1,915.00	\$2,643.00	_____
_____	208 VOLT, 400 AMPS, THREE-PHASE	\$3,024.00	\$4,032.00	_____
* FOR DIRECT TIE IN ONLY. NO RECEPTACLES PROVIDED.			SUBTOTAL	_____
* UTILITY CHARGES ARE BASED ON ESTIMATED NEEDS AT THE TIME OF ORDER. OVER/UNDER PAYMENTS OF LESS THAN \$5.00 WILL BE WRITTEN OFF AT THE CONCLUSION OF THE EVENT.			RENTALS	_____
			TOTAL CHARGES	_____

Please Print

Name of Event _____
 Event Date _____ Booth No. _____
 Company Name _____
 Contact _____
 Telephone _____
 Fax _____
 Email Address _____
 Address _____
 City _____
 State _____ Zip _____
 Authorized by _____
 Print Name _____
 Date _____

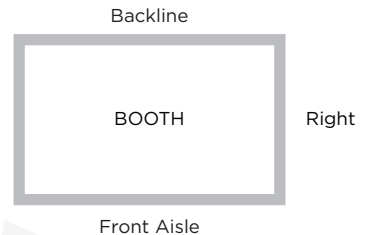
Charlotte Convention Center Exhibit Floor Service Desk during event: 704.339.6700

Orders must be received with payment 14 days prior to 1st day of show move-in to be eligible for advanced rate.

NOTE: Before any additional work can be performed, a credit card number must be on file. Under no circumstances can power be resold by show management, production companies, show's general contractor or exhibitors.

Please use the diagram on the right to indicate the desired locations for utility service orders.

Left



Make checks payable to:
 Charlotte Convention Center
 c/o Smart City Networks
 5795 W. Badura Ave., Suite #110
 Las Vegas, NV 89118

Order Verification:
 888.446.6911

Technical Questions:
 704.339.6700

Fax orders:
 702-943-6001

Online Orders:
orders.smartcitynetworks.com

Email Orders to:
customerservice@smartcitynetworks.com

When your order is processed, you will receive an email with a link to Smart City Networks payment portal.

PLUMBING SERVICES ORDER FORM



Effective January 1, 2022 - December 31, 2022

Plumbing Rules & Regulations

01. Wall, column and permanent building utility outlets are not part of booth space and are not to be used by exhibitors or decorators unless specified otherwise. Equipment in column recesses may not be blocked at any time. Under no circumstances shall anyone other than "house personnel" make service connections or disconnects.
02. All equipment must meet federal, state and local safety codes. The Convention Center reserves the right to refuse plumbing connection of equipment based on safety. PVC is not an approved method of air distribution within this facility.
03. Claims will not be considered unless led by exhibitors prior to close of show.
04. Prices are based on current wage rates and are subject to change without notice.
05. All equipment must be properly tagged with complete information as to volume, size and PSI requirements.
06. All material and equipment furnished by the Convention Center for plumbing service orders shall remain the Convention Center's property (unless purchased as part of the service order) and shall be removed only by Convention Center personnel at the close of the show.
07. Compressed air will be turned on one hour prior to show opening time and turned off at show closing time daily, unless other arrangements are made in advance.
08. Convention Center plumbers are authorized to cut exhibitor or decorator floor coverings to permit installation of service and to maintain floor pit systems. No exceptions will be made in this area. Failure to comply may result in loss of service order. Booth layouts are prepared by show management or decorators, not the Convention Center.
09. Service outlet size will be determined by volume required.
10. Rates quoted for all connections cover only the bringing of service to the booth in the most convenient manner and do not include connecting equipment or special work. All work performed within the booth will be charged on a time and material basis.
11. Advance orders must be received a minimum of 14 days prior to 1st day of show move-in date.
12. Payment must accompany order. No exceptions please. Notice of cancellation must be received prior to scheduled move-in in order to receive credit. Credit will not be given for services installed and not used.
13. A separate connection fee will be paid for each piece of equipment using connected service, connected direct or otherwise.
14. It is recommended that exhibitors provide a filter separator or dryer for all equipment requiring airlines. The Convention Center will not be responsible for moisture or water in airlines.
15. If air and water pressure is critical, it is recommended that exhibitors supply a pressure regulator. The Convention Center does not guarantee minimum and maximum pressure.
16. Floor rate prices apply to orders received after the due date (14 days prior to 1st day of show move-in-date). The Convention Center does not guarantee service prior to show opening for late orders. All requirements exceeding the rate schedule must be priced and approved by the Convention Center prior to ordering.
17. Plumbing will not be installed until payment is received. No exceptions.
18. Plumbing prices are for ordered air or water sources only. Hook-ups are not included. Labor for plumbing work on equipment, including repairs, tracing malfunctions, fishing air and water lines under carpet, and hook-ups provided by Convention Center plumbers, will be charged at the prevailing rate (\$85.00 per hour, one hour minimum). If floor plans are received in advance (14 days prior to 1st day of show move-in date) every attempt will be made to work with the decorator to install lines under carpet.
19. Exhibitor technicians are permitted to perform all plumbing work inside booths, including hook-ups, to ordered plumbing sources. All work must conform to national and local codes, and is subject to inspection by Convention Center personnel.
20. Labor rates are based on nine (9) hour days, typically from 7:30 a.m. to 5 p.m. Booth labor will be charged an overtime rate after 5 p.m. at the rate of 1.5 times the normal rate.
21. Please consult with the Convention Center on air and water layouts, as these lines are round and create a bulge in the carpet. In most cases they maybe routed around the perimeter of the booth line and out of high traffic areas.
22. Air and water lines are not directed from overhead.
23. Rates run the duration of the show. Power, air and water are available 24 hours.
24. Will you require a Convention Center plumber?

YES NO

QUANTITY	DESCRIPTION	ADVANCED RATE	FLOOR RATE	TOTALS
COMPRESSED AIR (90 - 100 PSI)				
_____	1 CONNECTION 1/2	\$193.00	\$259.00	_____
_____	EACH ADDITIONAL	\$144.00	\$179.00	_____
_____	1 CONNECTION 3/4	\$284.00	\$307.00	_____
_____	EACH ADDITIONAL	\$270.00	\$299.00	_____
_____	1 CONNECTION 1	\$379.00	\$410.00	_____
_____	EACH ADDITIONAL	\$316.00	\$339.00	_____
WATER AND DRAINAGE 1/2" LINE				
_____	1 CONNECTION	\$186.00	\$230.00	_____
_____	EACH ADDITIONAL	\$138.00	\$168.00	_____
DRAINAGE 3/4" LINE				
_____	1 CONNECTION	\$144.00	\$179.00	_____
_____	EACH ADDITIONAL	\$104.00	\$115.00	_____
ONE TIME FILL AND DRAIN WATER ONLY				
_____	FIRST 500 GALLON UNIT	\$193.00	\$259.00	_____
_____	EACH ADDITIONAL UNIT	\$161.00	\$207.00	_____
_____	EACH ADDITIONAL 500 GALLONS	\$42.00	\$54.00	_____
_____	30 GALLON WATER HEATER	\$372.00	\$552.00	_____
_____	SINGLE UTILITY SINK	\$374.00	\$542.00	_____

* FOR DIRECT TIE IN ONLY. NO RECEPTACLES PROVIDED.

* UTILITY CHARGES ARE BASED ON ESTIMATED NEEDS AT THE TIME OF ORDER. OVER/UNDER PAYMENTS OF LESS THAN \$5.00 WILL BE WRITTEN OFF AT THE CONCLUSION OF THE EVENT.

CONVENTION CENTER QUOTE _____
SUBTOTAL _____
TOTAL CHARGES _____

NOTES: No chemicals of any kind are to be dumped into the Charlotte Convention Center's drainage system. Exhibitors and/or decorators are responsible for the removal of all liquids other than water. Water service must be ordered for coolants, which are mixed on the show floor, if not ordered as part of booth service. Please contact the Convention Center for pricing on any service not listed in the service order form. All materials used for the connection of an exhibitor's equipment are purchased by and become the property of the exhibitor. Exhibitors are responsible for air dryers and/or water separators for the protection of their equipment. The Convention Center does not guarantee that airlines do not contain moisture or water.

Please Print

Name of Event _____
Event Date _____ Booth No. _____
Company Name _____
Contact _____
Telephone _____
Fax _____
Email Address _____
Address _____
City _____
State _____ Zip _____
Authorized by _____
Print Name _____
Date _____

Charlotte Convention Center Exhibit Floor Service Desk during event: 704.339.6700

Orders must be received with payment 14 days prior to 1st day of show move-in to be eligible for advanced rate.

NOTE: Before any additional work can be performed, a credit card number must be on file. Under no circumstances can power be resold by show management, production companies, show's general contractor or exhibitors.

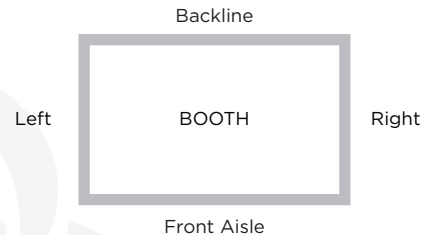
Please use the diagram on the right to indicate the desired locations for utility service orders.

Make checks payable to:
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c/o Smart City Networks
5795 W. Badura Ave., Suite #110
Las Vegas, NV 89118

Order Verification:
888.446.6911

Technical Questions:
704.339.6700

Fax orders:
702-943-6001



Online Orders:
orders.smartcitynetworks.com

Email Orders to:
customerservice@smartcitynetworks.com

When your order is processed, you will receive an email with a link to Smart City Networks payment portal.

"UTILITIES" FLOORPLAN WORKSHEET

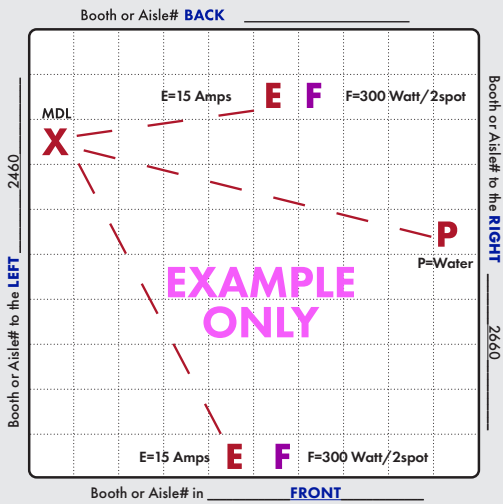
Company Name:

Show:

Booth/Room #:

Center: **Charlotte Convention Center**

Customer / Ref #:



SPECIFY YOUR DESIRED LOCATION OF SERVICES

X = MAIN DISTRIBUTION LOCATION (MDL)

The originating line(s) for service, whether overhead, a floor pocket or a column, will be delivered to a "MDL" before booth distribution. Example: Storage area, back of booth, etc. Unless specified, the default for the "MDL" will be the back of the booth or where Smart City deems the most convenient. All distribution of services to their final destination within the booth will originate from the Main Distribution Location "MDL". A per line move fee will apply to relocate services within your booth after they have been engineered and/or installed.

E = ELECTRICAL POWER

Example: "E-10 Amps"

F = FLOOD LIGHTS

Example: "F-300 Watt/2 Spot"

P = PLUMBING

Example: "P-Water",
"P-Compressed Air"

For Smart City to perform your floor work, you will need to indicate the location of each item you want installed. Make sure and order your floor work, flood lights and materials early and in advance of the show moving in.

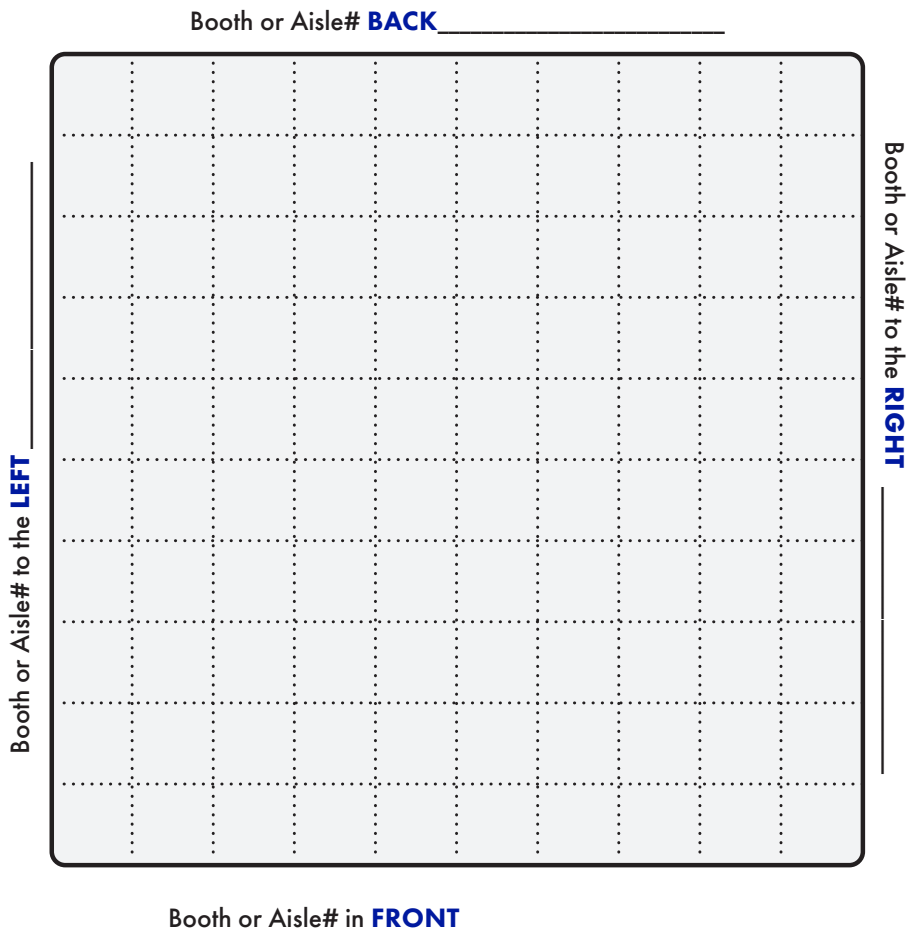
IMPORTANT! Prior to installation of service, a complete Floorplan is required. Please utilize this grid should you not have your own Floorplan to send us. Submit a Floorplan for each service group (Electrical, Plumbing, etc) or combine all on one Floorplan. For a Floorplan to be considered complete it must include all the information listed below (Main drop "MDL", designated location of items within the booth, surrounding booths, scale-length and width). Smart City is the exclusive installer of Electrical, Plumbing, etc.

Rates include bringing services to the rear of standard booth or to the nearest floor port inside an island booth. Specific location requests and services greater than 100 Amps will incur additional charges. **All work performed within booth to place services in other locations will be charged on a time and material basis. A connect and disconnect fee will be incurred for all connected services, whether connected direct or otherwise.**

Booth Orientation: For Smart City to accurately install services a minimum of one surrounding Booth or Aisle # is required, two or more is best.

BOOTH SIZE _____ ft x _____ ft **SCALE:** 1 BOX IS = TO _____ ft

BOOTH TYPE Island Inline



You may reach us with questions at:
 Call (888) 446-6911 • Email: customerservice@smartcitynetworks.com
 Order online at: <https://orders.smartcitynetworks.com>
 Or fax order to (702) 943-6001