



# Electric Service Order Form

Please use our [Online Form](#)

Unable to accept credit card information via email

<b>EXHIBITOR INFORMATION</b>		Booth #:	Standard:	Island:
Event Name:		In Date:		Out Date:
Company/Organization:		Contact:		
Address:	City:	State:	Zip:	
Email:		Phone:		

*\*Please note all prices include 24 hour power.*

120 Volts	ADVANCE PRICE		STANDARD PRICE		LATE PRICE		AMOUNT
	Cost	Quantity	Cost	Quantity	Cost	Quantity	
0-500 Watts (5 Amps)	\$ 96.00		\$ 144.00		\$ 168.00		
501-1000 Watts (10 Amps)	\$ 121.00		\$ 182.00		\$ 212.00		
1001-2000 Watts (20 Amps)	\$ 146.00		\$ 219.00		\$ 256.00		
2001-3000 Watts (30 Amps)	\$ 223.00		\$ 335.00		\$ 390.00		
4001-5000 Watts (50 Amps)	\$ 274.00		\$ 411.00		\$ 480.00		
120 Volt Power for Island Booth – 1 hour Labor Min. Required			\$ 78.00				
Power other than back of Booth – 1 hour Labor Min. Required			\$ 78.00				
<b>208 Volts Single Phase – 1 hour Labor included in price</b>							
20 Amps	\$ 326.00		\$ 450.00		\$ 513.00		
30 Amps	\$ 390.00		\$ 546.00		\$ 624.00		
60 Amps	\$ 492.00		\$ 699.00		\$ 803.00		
100 Amps	\$ 657.00		\$ 946.00		\$1,091.00		
<b>208 Volts Three Phase – 1 hour Labor included in price</b>							
20 Amps	\$ 466.00		\$ 660.00		\$ 757.00		
30 Amps	\$ 492.00		\$ 699.00		\$ 802.00		
60 Amps	\$ 657.00		\$ 947.00		\$1,092.00		
100 Amps	\$ 798.00		\$1,157.00		\$1,337.00		
<b>Additional Equipment &amp; Services</b>							
3-Wire Ground 25 ft. extension cord			\$ 32.00				
Power Strip			\$ 32.00				
Ceiling Drops (per drop)	\$ 191.00		\$ 287.00		\$ 334.00		

A scaled floor plan must accompany orders showing locations of electrical outlets, connections and lighting equipment for all island booths, single/three phase electric orders and orders not located at the back of the booth. Orders will not be processed unless accompanied by required floor plans and full payment.

PLEASE READ AND REVIEW RATE POLICY.  
RATE POLICY WILL BE ADHERED TO STRICTLY.

Subtotal	
Tax Exempt	Sales Tax (7%)
TOTAL	

<b>FORM OF PAYMENT</b>				
Check	Am Ex	Visa	MasterCard	Discover
Account Number:				Exp. Date:
Name (Please Print):				
Cardholder Signature:				
In addition to advance payment, I authorize charging any additional labor or services rendered to my credit card.				

<b>TCC USE ONLY</b>	
Date Received	
Amount Paid	
Balance Due	
Date Processed	
Processed By	
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**\*\*STANDARD PRICES APPLY AFTER DEADLINE. PLEASE REVIEW RATE, PAYMENT AND CANCELLATION POLICIES BEFORE AUTHORIZING. FOR THE ADVANCE PRICE DISCOUNT TO APPLY, ORDER FORMS, FULL PAYMENT AND FLOOR PLANS MUST BE RECEIVED BY THE ADVANCE PRICE DISCOUNT DEADLINE (21 DAYS PRIOR TO THE 1<sup>ST</sup> CONTRACTED DATE) ESTABLISHED FOR THE RESPECTIVE SHOW. SEE INCENTIVE RATE FLYER IN THE EXHIBITOR MANUAL OR CONTACT TCC EXHIBITOR SERVICES FOR EXACT ADVANCE RATE DISCOUNT DEADLINE. LATE PRICE RATES APPLY DURING MOVE-IN AND SHOW HOURS.**

Tampa Convention Center  
333 S. Franklin Street, ATTN: Exhibit Services | Tampa, Florida 33602  
P 813-274-7761 | F 813-274-7859  
[TCC.Exhibitorservices@TampaConventionCenter.com](mailto:TCC.Exhibitorservices@TampaConventionCenter.com)



# Electric Services Policy

## Material & Labor

1. Outlets will be located at the rear of the booth.
2. Outlet(s) placed in a location other than the back of the booth or island booth will be charged a minimum of 1-hour labor and require(s) a scaled floor plan.
3. To determine power requirements, check the UL listing on the back of all equipment.

## Rate Policy

1. To receive the Advance Price Discount, order forms, full payment and floor plans must be received by the Advance Price Discount deadline (21 days prior to the 1<sup>st</sup> contracted date) established for the respective show. STANDARD PRICE rates will apply after the deadline.
2. Late Price rates apply during move-in and show hours.
3. Rates are for the entire show.

## Cancellation Policy

1. Notification of cancellation of services MUST be postmarked in writing a MINIMUM of 14 days prior to the first scheduled show date to receive a full refund, less a \$75 administrative fee.
2. No refunds will be given for services installed and not used.
3. The Center will not refund overpayments, except sales tax, in amounts less than \$15.00, unless specifically requested in writing.
4. There will be a \$25 service charge on all returned checks.

## Payment Policy

1. 100% payment (in U.S. currency ONLY) must accompany each order - Company, certified, or cashier's check payable to the City of Tampa/Tampa Convention Center. No personal checks, please. Credit Cards accepted: Visa, MasterCard, and AMEX.
2. Electric Service not received by exhibitor must be reported to the Service Desk PRIOR to the opening of the event to receive a refund.
3. In addition to advance payment, I authorize charging any additional labor or services rendered to my credit card.
4. If by any reason of any default on the part of the TCC lessee or exhibitor hereunder, it becomes necessary to engage an attorney, the TCC lessee or exhibitor agrees to pay all costs, expenses and attorney's fees expended or incurred by the City/TCC in connection therewith. The City/TCC will not be responsible for strikes, accidents, fires, acts of God, terrorism or delays beyond its control.

## Electrical Regulations for Temporary Wiring of Booths and Exhibits

1. Electricity will be turned on 30 minutes prior to show opening and turned off within 30 minutes after show closes.
2. All motors over 3 horsepower MUST have magnetic starters and disconnecting switch furnished by exhibitor.
3. No exhibitor shall make any electrical installation, nor shall he make any electrical connection of any appliance or equipment to the building electrical system. Wall, column and permanent building utility outlets are not part of booth space and are not to be used by exhibitors, unless specified otherwise. Surge Protectors are recommended for computers and other sensitive equipment.
4. All electrical connections to the building electrical system or extension thereto shall be made by the electrical contractor and/or building electricians.
5. Extensions to the building electrical system shall be made by three-wire flexible cord, Type SO or equal, in lengths so arranged that there will be no more than one coil, 2 feet in diameter, of excess cord. No single lighting circuit shall exceed 2,000 watts at 120 volts. Exhibits requiring larger lighting connection must be wired with its own fuse or circuit breaker panel, capable of receiving 120-208 volt three wire feed.
6. No cord shall be run across any space where subject to traffic, unless the cord is encased in a protective cover, specifically approved for the purpose. It is the exhibitor responsibility to tape down cords or incur labor charges to ensure public safety.
7. The TCC is authorized to cut floor coverings to permit installation of service, unless otherwise directed.
8. Termination of extensions to the building electrical system shall be in assemblies specifically approved for the purpose by the Electrical Inspection Section.
9. All electrical equipment or appliance connected to the building electrical system or extension thereto in booths or displays shall be: (1) listed and labeled by a Nationally Recognized Standard Testing Laboratory, (2) specifically approved by the Electrical Inspection Section, and (3) all equipment must be properly tagged and wired with complete information as to type of current, voltage, phase, cycle, horsepower, etc.
10. No electrical equipment shall be attached to or supported from booth dividers.
11. The sharing of electrical power with other exhibitors is not allowed.
12. Permanently installed wiring on all booths or displays shall be encased in an approved metal raceway. Where flexibility is necessary, such as between booth sections and at connection points to the building electrical system or supply points. Type SO cord or equal, in lengths not to exceed six feet, equipped with approved attachment plugs may utilized. Special built displays must have electrical wiring accessible for inspection and trouble shooting at all times. They must be accessible from side or rear and not solidly built in.
13. All splices and terminations shall be made in an approved metal enclosure.
14. There shall be no exposed live metal parts.
15. All flexible cords shall be three wires, Type SO or equal, unless such cord is a component part of an assembly, which is specifically approved. No two wire extension cords are allowed.
16. All Exposed, non-current carrying metal parts of the electrical installation shall be effectively grounded.
17. No electrical equipment or appliances, which under normal operating conditions attain a surface temperature in excess of 90 degrees C or 194 F, shall be mounted on or supported from any combustible material, unless separated therefrom by a substantial non-combustible material.
18. Lighting fixtures or other appliances or equipment equipped with other than Type SO cord its equal will be accepted, provided the complete assembly, including the cord, is listed and labeled by a National Recognized Standard Testing Laboratory.
19. Use of open clip sockets, latex or lamp cord wire, duplex or triplex attachment plugs in exhibits is prohibited.
20. The exhibitor is responsible for all electrical equipment and is totally responsible for any liability involving the same.
21. Motors over ¾ horsepower must have a switch with overload protection or fuse protection.
22. Before show breaks on the final day, stop your machinery in dismantling position, as power cannot be turned on again. In addition, this will help to avert any possible personal injury.
23. The City/TCC will not be responsible for voltage fluctuations or power failure.