

PORT ELECTRICAL SERVICES CREDIT CARD AUTHORIZATION FORM

To Port Electrical Services:

I have placed my electrical order online using the ACIC Express Form. I am faxing this form with my payment information and a diagram showing the placement of lights and power within my display space. Please send confirmation that Port Electrical has received my order and my payment information to the fax number or e-mail address below

Payment

☐ **Check**

Check Number

Check Amount

Date

☐ **Credit Card**

Card Number

Expiration Date

Exhibitor

Exhibiting Collection Name (name on booth sign)

Booth Number

Street

City

State

Zip Code

Telephone Number

Fax Number

Print Name

Authorized Signature

Show Site Contact

Cell Number

NOTES: If bringing your own lights you must order labor at \$95/hour to install and dismantle the lights. If you are ordering power for a booth structure containing pre-installed lights (lights not provided by Port Electric), you must notify Port Electric by the deadline for approval. Once approved, exhibitor may incur additional fees for pre-installed lights on structure along with electrical labor. (i.e. hanging truss with pre-installed lights, re-installing unstable lights, etc.)

Use the diagram on the next page to indicate placement of power drop.

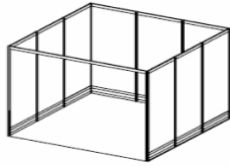
Return to:

Port Electrical Services
711 12th Avenue, Pier 92, NYC 10019

Tel: 212.977.7414
Fax: 212.977.8826

The lights ordered from Port Parties are hung centered across the front aisle of your Booth. If you wish to have lights you order from Port Parties hung in a different location, please indicate your preferred location on this form. Note: although Port Parties will try to accommodate your request, it may not always be possible. Additionally, you may incur labor charges. If you have any questions, please contact Port Parties at 212.977.7414.

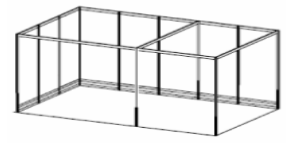
Return this form along with your Additional Light form (page 50).



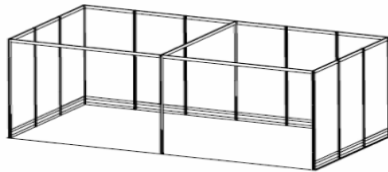
10' DEEP X 10' WIDE IN-LINE



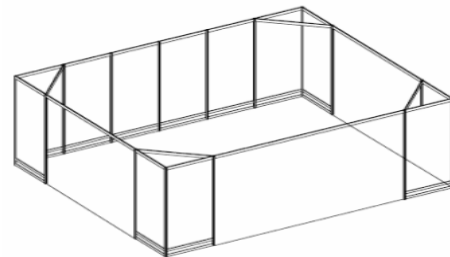
10' DEEP X 13' WIDE CORNER



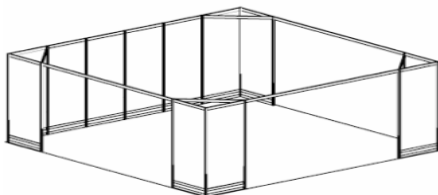
10' DEEP X 16' WIDE CORNER



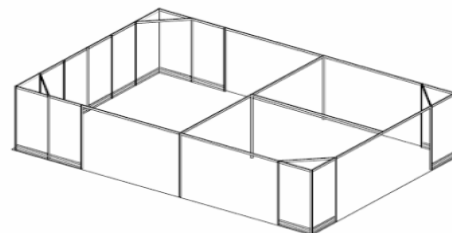
10' DEEP X 20' WIDE IN-LINE



20' DEEP X 16' WIDE PENINSULA



20' DEEP X 20' WIDE OPEN PENINSULA (2 CORNERS)



20' DEEP X 30' WIDE OPEN PENINSULA (2 CORNERS)

Exhibitor

Exhibiting Collection Name (name on booth sign)	Booth Number
Telephone Number	Fax Number
Print Name	Authorized Signature
Show Site Contact	Cell Number

Return to:

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Confirmation:

Confirm Port Parties has received this form; bring a copy of the fax transmission receipt to the Show.