

## ELECTRICAL SERVICES REQUEST SERVICE ORDER INFORMATION

- 1) Conditions for processing service order forms are:
  - a) Prices are subject to change without notice. PAYMENT AND CREDIT CARD INFORMATION FOR SERVICE MUST ACCOMPANY SERVICE REQUEST. Date payment is received shall determine the applicable rate.
  - b) Incomplete information regarding hook-up or power requirement will delay processing.
  - c) Booth Number(s) must be identified on face of form.
  - d) Desired location of power in booths(s) must be designated. For large booth(s), attach floor plan.
  - e) If third party billing is required, service contract must include Exhibiting Collection Name (Name on booth sign) c/o display house. Display house address and contact name must be indicated on service contract. Payment policy will apply.
- 2) Credit will not be given for electrical service installed and not used. Services cancelled prior to installation will be subject to cancellation fee.
- 3) Claims will not be considered unless filed by exhibitor prior to close of exposition at the JKJCC Service Desk. Non-receipt of service must be reported to the JKJCC Service Desk prior to close of the day for verification and consideration.
- 4) Unpaid balances are subject to past due penalties.
- 5) Returned checks will be subject to a \$25.00 fee plus forfeiture of the discount rate for all services ordered.

## IMPORTANT RULES AND REGULATIONS

- 1) With some exceptions, no one other than a JKJCC electrician can make any electrical connections or install/remove cable or fixtures. Please consult Show Management or JKJCC personnel for additional information.
- 2) Unless otherwise noted, all material and equipment furnished by JKJCC for service shall remain the property of JKJCC and shall be removed only by the JKJCC at the show closing.
- 3) Permanent building utility outlets are not part of booth space and are not to be used by exhibitors.
- 4) Use of open clip sockets, latex or lamp cord wire, duplex or triplex attachment plugs in exhibits is prohibited.
- 5) All exhibitors' cords must be of the three-wired type. All exposed non-current-carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.
- 6) All electrical equipment must be properly tagged and wired with complete information as to the type of current voltage phase, cycle, horsepower, etc.
- 7) Electrical power for lights and displays will be turned on one hour prior to show opening and turned off at show closing.
- 8) Unless otherwise directed, JKJCC installers are authorized to cut floor coverings to permit installation of service.
- 9) JKJCC is not responsible for voltage fluctuation or power failure because of temporary conditions.
- 10) All electrical service connects (110V) include one female outlet unless a multi box or plug-in strip is ordered.

TIPPING IS NOT PERMITTED  
 ANY REQUESTS FROM PERSONNEL FOR GRATUITIES  
 SHOULD BE IMMEDIATELY REPORTED TO  
 JKJCC MANAGEMENT.

MAKE CHECKS PAYABLE TO THE JAVITS CENTER

Please retain a copy for your records.

Return with payment to:

Jacob K. Javits Convention Center  
 655 West 34<sup>th</sup> Street  
 New York, NY 10001-1188

Phone 212.216.2090

Fax 212.216.4169 (Credit Card Payment Only)

[www.javitscenter.com](http://www.javitscenter.com)