



Marketplace for the World

Jacob K Javits Convention Center

655 West 34th Street
New York, NY 10001-1188

Service Order(s) Payment Policy:

Required for Electrical Services

Customers who choose to pay by check or money order must also supply a valid credit card number. Credit Card charges are limited to \$10,000 per order/invoice. Any order/invoice exceeding \$10,000 must be paid by company check or wire transfer. Any balance due during or at the end of the show and does not exceed \$10,000 will be billed directly to the credit card number. The Advance rate will only be valid and processed for orders with payments received 15 days prior to the show opening date. By your internet approval you acknowledge and agree to these terms and authorize the JKJCC to bill your credit card. Personal Checks or checks drawn on foreign banks are not accepted.

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 34th Street
New York, NY 10001-1188

Phone 212.216.2090

Fax 212.216.4169 (Credit Card Payment Only)

www.javitscenter.com