



# Electrical Services Advance Order Form

One Exposition Drive Greenville, South Carolina 29607  
Phone:(864) 255-5875 Fax:(864) 255-8615  
utilities@tdconventioncenter.com

TD Convention Center

Name of Event \_\_\_\_\_ Booth Number(s) \_\_\_\_\_

Exhibiting Firm \_\_\_\_\_ Date(s) of Show \_\_\_\_\_

*(Service dates are same as show dates)*

Street Address \_\_\_\_\_ City/State \_\_\_\_\_ Zip Code \_\_\_\_\_

Contact \_\_\_\_\_ Telephone No \_\_\_\_\_

E-Mail Address \_\_\_\_\_ Fax No \_\_\_\_\_

*(For order confirmation notification)*

**\*\*\*Payment must accompany order\*\*\***

Credit Card # \_\_\_\_\_ Expiration Date \_\_\_\_\_ Security Code \_\_\_\_\_

Name as Appears on Card \_\_\_\_\_ Authorizing Signature \_\_\_\_\_

**CANNOT PROCESS WITHOUT A SIGNATURE**

**\* Orders received less than 30 business days prior to the first move-in day will be charged at a higher, on-site order rate.**

STANDARD SERVICE - 120 VOLT RECEPTACLE			
(20 Amp plug provided; power strip or splitter NOT provided)			
DESCRIPTION	ADVANCE RATE	QUANTITY	TOTAL
20 Amps	\$ 70.00		\$

SPECIALTY SERVICE - ELECTRICAL MOTOR/SERVICE EQUIPMENT			
(For direct tie-in only. NO receptacles provided.)			
Labor for electrical work on equipment including repairs, tracing malfunctions and hook-ups will be provided by TD Convention Center Electricians at a rate of \$60/hr.			

120 Volt			
DESCRIPTION	ADVANCE RATE	QUANTITY	TOTAL
20 Amps	\$ 133.00		\$

208 Volt Single Phase			
DESCRIPTION	ADVANCE RATE	QUANTITY	TOTAL
20 Amps	\$ 165.00		\$
40 Amps	\$ 195.00		\$
50 Amps	\$ 215.00		\$
60 Amps	\$ 235.00		\$
80 Amps	\$ 345.00		\$
100 Amps	\$ 365.00		\$

208 Volt Three Phase			
DESCRIPTION	ADVANCE RATE	QUANTITY	TOTAL
20 Amps	\$ 225.00		\$
30 Amps	\$ 255.00		\$
40 Amps	\$ 285.00		\$
60 Amps	\$ 405.00		\$
80 Amps	\$ 515.00		\$
100 Amps	\$ 635.00		\$
200 Amps	\$1,270.00		\$

**TOTAL CHARGES \$ \_\_\_\_\_**

*Location of power line*



Attach a floor plan for more specific installation

aisle # \_\_\_\_\_

Any work not covered under the unit price schedule will be done on a time & material basis.

One hour minimum charge is required for such work.

**SPECIAL POWER REQUIREMENTS AND MISCELLANEOUS ITEMS -**

Please list any special connections/materials required.

*Rates for higher voltage connections available upon request.*

*Revised December 2015. See Reverse Side for Terms and Conditions.*

## TERMS AND CONDITIONS

1. Rates are based on orders received 30 business days prior to first move-in day. Orders received during or after move-in will be charged at a higher rate.
2. Payment in full must accompany the order. No exceptions. Checks should be made payable to TD Convention Center. There is a \$35.00 service charge for all returned checks.
3. The order form, with payment and booth plan, should be received by TD Convention Center at least 30 days prior to the event to insure timely hookup.
4. Only the Center's official electricians will be permitted to do wiring on the premises. Technical questions can be addressed to the TD Convention Center, One Exposition Drive, Greenville, SC 29607, or telephone (864) 255-5875.
5. All electrical cords, systems or fixtures of any type must be in compliance with the National Electric Code. Audits will be performed and power turned off any equipment in noncompliance until NEC standards are implemented.

Per International Fire Code 605.5.1, which covers power supplies, extension cords shall be plugged directly into an approved receptacle, power tap or multi-plug adaptor and, except for approved multi-plug extension cords, shall service only one appliance.

With this in mind, the electrical outlet that the TD Convention Center provides is an approved receptacle. From this receptacle you are permitted one of the following:

- a.) Plug your appliance directly into the approved receptacle; or
  - b.) Use a single approved UL Listed extension cord into which you can plug one appliance; or
  - c.) Use a single approved UL Listed extension cord into which you can connect one surge protected power strip into which you can plug in your appliance(s); or
  - d.) Plug one surge protected power strip into which you can plug your appliance(s); or
  - e.) Plug one surge protected power strip into which you can plug in approved UL Listed extension cords where only one appliance is connected to each extension cord; or
  - f.) Use other power connections which will have to be approved by the Fire Marshal or representative on an individual basis and in advance.
6. Neither SMG, the City of Greenville nor the TD Convention Center will accept liability for equipment damage due to power interruptions or variances, including but not limited to dips, surges or power outages.
  7. All electrical outlets will be placed on the floor in back of booth unless booth layout showing desired location is attached to this order form.
  8. All wiring materials furnished by the TD Convention Center will remain the property of TD Convention Center.
  9. Power available is alternating current, 60 cycle, and is served from a 120/208, three-phase, four-wire source; power is also available at 480 volts, three-phase. No other voltage or direct current is available. If any Exhibitor wishes to display equipment at a voltage other than that described, it will be the Exhibitor's responsibility to provide the power transformer or converter.
  10. All installed receptacles will remain turned on and all direct connections will remain on until a disconnection order has been placed with TD Convention Center's official electrician.
  11. Prices are based upon current wage rates and are subject to change without notice.
  12. All cancellations are subject to a 50% processing fee. Cancellations made 24 hours or less before installation are nonrefundable.
  13. All change orders are subject to a charge amounting to the applicable price schedule for an electrical drop (minimum of \$60.00).