



P. O. BOX 1379 • WILMINGTON, NORTH CAROLINA 28402 (910) 251-5101 • FAX# (910) 251-5102

An SMG Managed Facility

ELECTRIC UTILITY & INTERNET SERVICE ORDER FORM

INFORMATION

COMPANY NAME _____ CONTACT NAME _____
 ADDRESS _____
 CITY _____ STATE _____ ZIP CODE _____
 TELEPHONE _____ FAX _____
 NAME OF EVENT _____
 DATE OF EVENT _____ BOOTH # _____

ELECTRIC AND UTILITIES ORDERED

<u>QTY</u>	<u>DESCRIPTION</u>	<u>ADVANCED</u>	<u>FLOOR</u>	<u>TOTAL</u>
_____	20 AMPS 110 VOLT ELECTRIC	\$55.00	\$75.00	_____
_____	20 AMPS 208 SINGLE-PHASE ELECTRIC	\$100.00	\$150.00	_____
_____	60 AMPS 208 THREE-PHASE ELECTRIC	\$225.00	\$280.00	_____
_____	100 AMPS THREE PHASE ELECTRIC	\$400.00	\$500.00	_____
_____	Water Service	\$150.00	\$150.00	_____
_____	Compressed Air	\$150.00	\$150.00	_____
_____	Analog Phone Line	\$175.00	\$225.00	_____
_____	Shared Internet Access (128k Private Address, 1 Machine Only)	\$200.00	\$275.00	_____
_____	Shared Internet Access (512k Private Address, 1 Machine Only)	\$495.00	\$595.00	_____
_____	Shared T1 Internet Access (Public IP Address, 1 Machine Only)	\$695.00	\$795.00	_____
_____	Each Additional Machine Added to the Public Network	\$125.00	\$150.00	_____
_____	Individual T1 Bandwidth	\$2,500.00	\$2,600.00	_____
_____	Patch Fee, House Sound	\$55.00	\$55.00	_____
_____	Wireless Internet, 512k connection	\$49.95	\$49.95	_____
_____	Wireless Internet, 1mbps connection	\$99.95	\$99.95	_____
_____	Wireless Internet, 2mbps connection	\$129.95	\$129.95	_____

Total Amount Owed for Utilities Ordered _____

WCC offers attendee **FREE** wireless service with speeds up to 128kbps connection throughout the center. Higher speed access connections should be purchased for requirements above 128kbps. The above wireless options are available for purchase once on-site. When purchased (on-site), a username and password (card) will be provided by WCC Staff. You will then associate your wireless-enabled device with 'WCC-Streaming' SSID for 24-hr. access. If your event requires multi-day access, additional cards with username and password will be required.

PAYMENT

Payment Type: Check Cash Visa MC AMEX
 Name as it appears on CC _____
 Card # _____
 Exp. Date _____ CVV Code _____ (3 Numbers on the back)
 CC Billing Address _____
 City _____ State _____ Zip _____

I authorize **SMG** to charge my credit card for all charges stated above in anticipation of listed services to be provided
 Signature _____ Date _____

Please provide your email address to receive a receipt of your payment: _____





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Please retain this sheet for your records

CONDITIONS AND SAFETY REGULATIONS FOR ELECTRIC/UTILITY SERVICE

1. Orders received during or after move-in will be charged at the higher “Floor” rate. To receive the “advanced” rate, order must be submitted at least 10 days prior to AND paid in full prior to move in, otherwise the floor price will be charged.
2. Only Wilmington Convention Center’s official electricians will be permitted to do wiring on the premises. Technical questions should be addressed to the WCC Operations Department.
3. Wall, column, and permanent building utility outlets are NOT part of booth space and are not to be used by exhibitors.
4. Payment in full must accompany the order, no exceptions. Checks should be made payable to Wilmington Convention Center. There is a \$28.00 service charge for all returned checks.
5. All electrical Cords, systems or fixtures of any type must be in compliance with the National Electric Code (NEC). Audits will be performed and power turned off any equipment in noncompliance until NEC standards are implemented.
6. Obstructions blocking utility floor boxes are subject to relocation as necessary.
7. Neither SMG, The City of Wilmington, nor the Wilmington Convention Center will accept liability for equipment damage due to power interruptions or variances, including, but not limited to, dips, surges, or power outages.
8. All electrical outlets will be placed on the floor at the back of the booth unless a booth layout showing desired location is attached to this form.
9. All wiring materials used will remain the property of Wilmington Convention Center.
10. All installed receptacles will remain turned on and all direct connections will remain active until a disconnection order has been placed with Wilmington Convention Center’s official electrician.
11. Prices are based on current 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. Credit will not be given for services installed but not used.
13. All changes in orders are subject to immediate payment of the difference between “Floor” rates of the services in question.

