

**KAY BAILEY HUTCHISON CONVENTION CENTER DALLAS**

**ELECTRICAL ORDER**



Remit to: **KBHCCD**  
**ATTN: CONVENTION SERVICES**  
**650 S. GRIFFIN ST.**  
**DALLAS, TX 75202**

**MRO Americas 2020**  
**April 28-30, 2020**  
**KBHCCD**

**March 27, 2020**

**Phone: (214) 939-2726 Fax: (214) 939-2740**

**DEADLINE DATE:**

To receive discount rates, this order with payment must arrive in our offices prior to the above date; otherwise standard rates apply.

Please type or print all exhibitor information

Exhibiting Firm Name	Booth No.	Tel No.	
Address	City	State	Zip
Contact at Show	Email Address	Date	

**PAYMENT POLICY \*\*IMPORTANT\*\* THIS SECTION MUST BE COMPLETED BEFORE THIS ORDER CAN BE PROCESSED.**

**A CREDIT CARD NUMBER IS REQUIRED AS A DEPOSIT AGAINST ADDITIONAL LABOR AND/OR SERVICES. PAYMENT OF ANY BALANCES MAY BE MADE BY COMPANY CHECK UPON REQUEST AT THE SERVICE DESK, BUT A CREDIT CARD MUST BE ON FILE.**

**ANY BALANCE OUTSTANDING AS OF THE CLOSE OF SHOW WILL BE CHARGED TO YOUR ACCOUNT.**

<input type="checkbox"/> AMEX	<input type="checkbox"/> VISA	<input type="checkbox"/> MC	<input type="checkbox"/> DISCOVER	<input type="checkbox"/> DINERS	Credit Card No. _____	Exp. Date _____
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Authorized Signature \_\_\_\_\_ Print Name \_\_\_\_\_

**THIRD PARTY BILLING** - The exhibiting firm is primarily responsible for payment of all charges. We will bill a third party/display house provided there is a credit card on file and they have a satisfactory credit history with the DCC.

Display House/Third Party	Contact at Show		
Address	City	State	Zip
Name (Print)	Authorized Signature		

**ELECTRICAL POWER**

**Rates listed will bring power to any one designated point within the booth space.**

Additional labor and material charges will be incurred for hooking up equipment, installation and removal of lights, hardwiring, disconnecting special power, overhead drops, locations outside the exhibit halls, as well as any additional service/labor which is requested or required.

	QTY	Discount Price	Standard Price	TOTAL
15 AMP 120 VOLT 1P	_____	\$100.00	\$125.00	\$ _____
20 AMP 120 VOLT 1P	_____	\$145.00	\$175.00	\$ _____
20 AMP 208 VOLT 1P	_____	\$225.00	\$259.00	\$ _____
30 AMP 120 VOLT 1P	_____	\$173.00	\$190.00	\$ _____
30 AMP 208 VOLT 1P	_____	\$345.00	\$397.00	\$ _____
40 AMP 208 VOLT 1P	_____	\$450.00	\$518.00	\$ _____
50 AMP 208 VOLT 1P	_____	\$489.00	\$564.00	\$ _____
60 AMP 208 VOLT 1P	_____	\$525.00	\$604.00	\$ _____
___AMP 208 VOLT 1P	_____	(for higher amperage, call for price)		\$ _____
20 AMP 208 VOLT 3P	_____	\$315.00	\$362.00	\$ _____
30 AMP 208 VOLT 3P	_____	\$420.00	\$483.00	\$ _____
40 AMP 208 VOLT 3P	_____	\$564.00	\$649.00	\$ _____
50 AMP 208 VOLT 3P	_____	\$620.00	\$713.00	\$ _____
60 AMP 208 VOLT 3P	_____	\$695.00	\$799.00	\$ _____
70 AMP 208 VOLT 3P	_____	\$769.00	\$884.00	\$ _____
100 AMP 208 VOLT 3P	_____	\$1,076.00	\$1,237.00	\$ _____
___AMP ___VOLT 3P	_____	(for higher amps/volts, call for price)		\$ _____

**480 VOLT POWER IS AVAILABLE. CALL FOR QUOTES.** \$ \_\_\_\_\_

NOTE: FOR 24 HR. POWER/DEDICATED LINE ADD 25% \$ \_\_\_\_\_

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

**Labor inside the booth to attach lights and/or provide power extension on top of the carpet may be performed by the exhibitor only. All other electrical installation work must be performed by DCC electricians. DCC electricians must make all electrical connections to the power source, regardless of wattage used.**

<b>PAR CAN LIGHTS 1000W</b>	<b>QTY</b>	<b>DISCOUNT</b>	<b>STANDARD</b>	
_____	_____	\$400.00	\$500.00	\$ _____

<b>LIGHTSTANDS-250W</b>	<b>QTY</b>	<b>DISCOUNT</b>	<b>STANDARD</b>	
_____	_____	\$75.00	\$90.00	\$ _____

Indicate location with "X"

Rear \_\_\_\_\_ Aisle # \_\_\_\_\_

Aisle # \_\_\_\_\_

ENTER AISLE(S) AND INDICATE SPECIFIC LOCATIONS WITH "X". DUPLEX OUTLETS WILL BE PLACED TO REAR OF ALL DRAPE-LINE BOOTHS AT RATES LISTED. A SEPARATE OUTLET MUST BE ORDERED FOR EACH PIECE OF EQUIPMENT TO BE CONNECTED. SEE BACK OF FORM FOR LABOR RATES, APPROVED WIRING CODES, INSTALLATION POLICIES (INCLUDING LIGHT FIXTURES) AND OTHER IMPORTANT INFORMATION. A LABOR DISCONNECT FEE WILL BE APPLIED TO SPECIAL POWER (208 AND 480 VOLT).

## INFORMATION AND CONDITIONS

The Dallas Convention Center is the exclusive provider of electrical services within its facilities and property. This includes all exhibit halls, meeting rooms, and temporary structures, inside or outside the facility.

All energizing of electrical services is to be completed/performed by DCC personnel. All electrical material and equipment must be grounded. Electrical cord(s) placed under carpet must be installed by DCC personnel. DCC electricians will evaluate the booth at the time of connection to ensure compliance with electrical codes. If the electrical supervisor determines that the booth electrical is not code compliant, the exhibitor will have the option to make the appropriate changes or hire a DCC electrician to do so. If the exhibitor performs the changes, labor charges for a DCC electrician to reevaluate and energize the booth will be incurred. Standard labor and material rates will apply if additional labor is requested or required.

## SERVICE ORDER INFORMATION

1. Booth number and location of electrical must be identified on the face of this form. Incomplete information may delay processing the order.
2. No credit can be issued on services installed and not used. Service cancelled prior to decorator move-in will be subject to a \$25.00 processing fee.
3. **ALL ISLAND BOOTHS WILL REQUIRE A SCALED DIAGRAM INDICATING ORIENTATION OF BOOTH.**
4. It is our policy to settle all service, labor, and billing disputes as soon as possible. No adjustments will be made unless reported to the service desk prior to the close of the show.

**LABOR** - Charges will be made in 1/2 hour increments.  
Supervision time will be charged at a rate of 1/2 hour for each four hours labor.  
Mon-Fri 8 a.m. to 4:30 p.m. \$60.00 per hour  
Mon-Fri 4:30 p.m. To 8 a.m. \$120.00 per hour  
Sat., Sun. and Holidays \$120.00 per hour

**NOTE:** Electrical labor must be ordered 24 hours in advance in order to have personnel available when needed.

## IMPORTANT BUILDING REGULATIONS

1. All equipment must be properly tagged or marked with complete information as to the type and/or amount of current voltage, phase, frequency, horsepower, etc.
2. Electricians are authorized to cut floor coverings to permit installation of service unless otherwise directed.
3. All approved electrical cords must be at least 14 gauge and 3-wire grounded type. 2-Wire cords (zipcords or ripcords) are UNACCEPTABLE unless the cord is a component part of an assembly which is specifically approved. All exposed non-current carrying metal parts of fixed equipment which are liable to be energized shall be grounded.
4. DCC is not responsible for voltage fluctuations or power failures. If your equipment has strict tolerances for voltage, then you must bring your own regulating device.
5. All equipment, regardless of source of power, must comply with Federal, State, and Local codes. The DCC reserves the right to inspect, at the exhibitor's expense, all electrical devices and connections to ensure compliance with all codes. The Electrical Supervisor is obligated to refuse connection when wiring is not in accordance with the City Electrical Ordinance. Local ordinance prohibits more than two connections per outlet box.
6. All material and equipment furnished by the DCC shall remain the property of DCC and shall be removed only by DCC personnel at the close of the show.
7. Wall outlets and post outlets are not a part of booth space.
8. Separate outlets must be ordered for each booth requiring power.
9. DCC conducts an audit of power supplied to all exhibits. Exhibitors will be required to pay standard rates for additional or unauthorized use of power. Power may be disconnected pending full payment.

## ELECTRICAL VOLTAGE AVAILABLE

AC, 60 Cycle 120 volt, single phase

AC, 60 Cycle, 208 volt, single phase

AC, 60 Cycle, 120/208 volt, three phase, four wire

\*AC, 60 Cycle, 277/480 volt, three phase, five wire

\*Prior arrangement necessary

For voltage other than above, Exhibitor must provide the transformer.

All electrical power for exhibit booths on Level III of the Exhibit Hall must originate from floor ports, 100 amp, 120/208 three phase available per port. Should it be necessary to disassemble a floor port in order to add amperage, outlet charge plus time and material will be charged.

**KAY BAILEY HUTCHISON CONVENTION CENTER DALLAS**

**PLUMBING ORDER**



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COMPRESSED AIR: 90-100 LBS. PSI	*NOTIFICATION REQUIRED BY DEADLINE DATE FOR D AND E HALLS	DISCOUNT	STANDARD	AMOUNT
QUANTITY _____	_____ SERVICE CHARGE FOR EACH CONNECTION AT REAR OF BOOTH	\$200.00	\$250.00	
	_____ EACH ADDITIONAL OPENING WITHIN THE SAME BOOTH	\$80.00	\$110.00	
Size of connections _____ CFM _____ PSI	Number of connections _____	*plus time and material		
24 HOUR SERVICE REQUIRED? YES _____ NO _____ (ADD 50% TO CONNECTION FEES)				

WATER		DISCOUNT	STANDARD	AMOUNT
QUANTITY _____	_____ SERVICE CHARGE FOR 1st OUTLET AT REAR OF BOOTH	\$140.00	\$175.00	
	_____ EACH ADDITIONAL OUTLET WITHIN THE SAME BOOTH	\$80.00	\$110.00	
Size of connections _____ GPM* _____ PSI* _____	Number of connections _____	*plus time and material		
<b>NOTE: Pressure may vary. No guarantee can be made of minimum or maximum pressures.</b>				
If pressure is critical, see reverse side of form #8				
_____ HOT WATER - **THERE IS AN ADDITIONAL CHARGE FOR HOT WATER. (NOT AVAILABLE IN ALL LOCATIONS)				
PLEASE CONTACT DALLAS CONVENTION CENTER PRIOR TO ORDERING HOT WATER. CHARGES WILL BE QUOTED WHEN ORDERING.				

DRAINS		DISCOUNT	STANDARD	AMOUNT
QUANTITY _____	_____ SERVICE CHARGE FOR 1st OUTLET AT REAR OF BOOTH	\$130.00	\$160.00	
	_____ EACH ADDITIONAL OUTLET WITHIN THE SAME BOOTH	\$80.00	\$110.00	
Size of connections _____	Number of connections _____	*plus time and material		

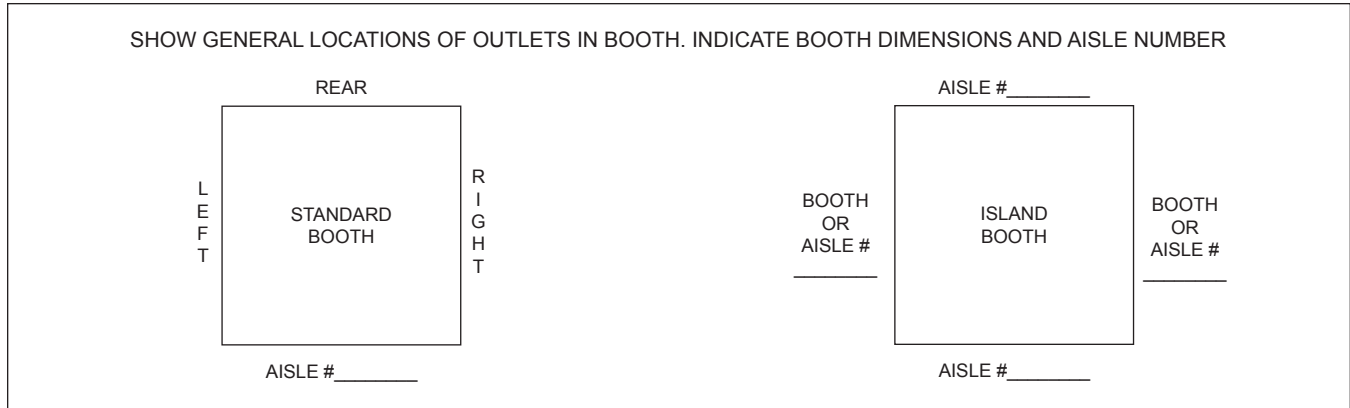
FILL & DRAIN ONLY - TUB - SPA - POOL - TANK - FOUNTAIN, ETC.		DISCOUNT	STANDARD	AMOUNT
QUANTITY _____	A - FILL 1 to 25 gallons	\$60.00	\$75.00	
	B - FILL 26 to 75 gallons	\$75.00	\$100.00	
	C - FILL 76 to 150 gallons	\$100.00	\$125.00	
	D - FILL 151 to 400 gallons	\$200.00	\$225.00	
	E - FILL 401 to 1000 gallons	\$500.00	\$525.00	
	F - FILL 1001 or More Call for Quote			

PRICES INCLUDE A ONE TIME FILL AND DRAIN FOR EACH CONTAINER  
ADDITIONAL LABOR CHARGES MAY BE MADE FOR EXHIBITORS EQUIPMENT THAT SHOULD LEAK OR CAUSE DAMAGE TO OTHER PROPERTY.

GAS	QUANTITY _____ SERVICE CHARGE FOR 1st OUTLET AT REAR OF BOOTH _____ EACH ADDITIONAL OUTLET WITHIN THE SAME BOOTH	DISCOUNT	STANDARD	AMOUNT
		\$280.00	\$330.00	
	*NATURAL GAS IS AVAILABLE IN LIMITED AREAS OF EXHIBIT HALLS. PLEASE CONTACT DALLAS CONVENTION CENTER PRIOR TO ORDERING GAS SERVICE.	\$225.00	\$280.00	
		*plus time and material		

\*\*\*ANY WORK NOT COVERED UNDER THE UNIT PRICE WILL BE DONE ON A TIME AND MATERIAL BASIS\*\*\*

**LABOR** LABOR CHARGES IN HALF (1/2) HOUR INCREMENTS. (MINIMUM CHARGE HALF (1/2) HOUR)  
REGULAR TIME RATE \$60.00 PER HOUR.....MONDAY – FRIDAY 8:00AM - 4:30PM (except for holidays)  
AFTER HOURS RATE \$120.00 PER HOUR.....MONDAY – FRIDAY 4:30PM - 8:00 AM, ALL DAY SATURDAYS, SUNDAYS AND HOLIDAYS



### IMPORTANT CONDITIONS AND REGULATIONS

1. ALL PLUMBING CONNECTIONS FOR WATER, DRAIN, AIR AND GAS MUST BE MADE BY THE DALLAS CONVENTION CENTER. The rates listed include necessary City Permit and inspections by City Authority enforcing the Codes.  
**WARNING.....ANY CONNECTIONS NOT MADE BY DALLAS CONVENTION CENTER WILL BE SUBJECT TO ADDITIONAL FEES FOR INSPECTION DISCONNECT AND RECONNECTION OF EQUIPMENT.**
2. Outlet rates listed cover bringing service from main line to booth and do not include connecting equipment.
3. Prices are based upon current rates and are subject to change without notice.
4. A separate connection fee will be made for each piece of equipment using connected service whether connected DIRECT OR OTHERWISE.
5. DCC will not be responsible for any cutting or altering of any floor coverings in order to bring utility service to a booth.
6. All work performed within booth attaching lines to equipment or under carpet will be charged on a time and material basis in addition to connection fees with a one half (1/2) hour minimum labor charge to install and a one half (1/2) hour minimum labor charge for disconnection.
7. Permanent utility boxes, including restroom plumbing fixtures, are NOT to be used for booth operations or disposal purposes. A \$500.00 FINE will be assessed to and collected from any exhibitor involved in this activity.
8. Equipment with strict tolerances for water or air pressure, temperature or cleanliness may require regulating devices. Exhibitor should arrange to have their own pressure regulator valve or pump installed. Not supplied or available by DCC.
9. Special equipment requiring company engineers or technicians for assembly, servicing, preparatory work and operation may be executed without "DCC PLUMBING PERSONNEL" provided the material and work conforms to Dallas Plumbing Code and Dallas County Health Codes and are approved by DCC Plumbing Supervisor. However, all service connections to such equipment shall be made by DCC plumbing personnel only.
10. All material and equipment furnished by DCC Plumbing Department for this service order shall remain DCC Plumbing Department property and shall be removed ONLY by DCC Plumbing Personnel at the close of the show.
11. All material and equipment returned damaged, or materials and equipment lost shall be at the expense of the exhibitor and will be billed at the close of the show.
12. All services will be disconnected/shut off at conclusion of show unless advance notice has been given and acknowledged.
13. All equipment using water must have inlet and outlet properly tagged.
14. Credit will not be given for connections ordered or installed and not used.



# Utility Locations

## MANDATORY

To ensure that you're electrical and plumbing outlets are properly placed, a Booth Floorplan must be submitted with your order forms. If you do not have a plan, please use the grid on this page and submit it with your order forms.

To use this grid:

- Indicate the scale of the grid (e.g. 1 square=10 feet) or indicate the dimensions of your booth.
- Mark the adjacent booth numbers or aisle numbers. This will help us orient your service correctly.
- Mark outlet locations, expressed in watts or amps and voltage in each location.
- Return this form with your prepaid order forms.

Show Name: **MRO Americas 2020**

Exhibiting Company: \_\_\_\_\_

Booth #: \_\_\_\_\_

Adjacent booth or Aisle Number:


Adjacent booth or Aisle Number: \_\_\_\_\_