

**KAY BAILEY HUTCHISON CONVENTION CENTER DALLAS**

**ELECTRICAL ORDER**



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

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
Third Party/ Display House			Tel No.	
Address		City	State	Zip
Contact at Show		Display House/Third Party Email Address		

**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"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
AMEX	VISA	MC	DISCOVER	DINERS

Credit Card No. \_\_\_\_\_ Exp. Date \_\_\_\_\_

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 KBHCCD-SPECTRA.

**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/PER DEDICATED LINE ADD 25% \$ \_\_\_\_\_

**NOTE: IF OVERHEAD POWER**

\_\_\_AMP \_\_\_ VOLT \_\_\_ P \_\_\_\_\_ \$ \_\_\_\_\_ \$ \_\_\_\_\_ \$ \_\_\_\_\_

**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 KBHCCD-SPECTRA electricians. KBHCCD-SPECTRA electricians must make all electrical connections to the power source, regardless of wattage used.

PAR CAN LIGHTS 1000W	QTY	DISCOUNT	STANDARD	\$
	_____	\$400.00	\$500.00	\$ _____

LIGHTSTANDS-250W	QTY	DISCOUNT	STANDARD	\$
	_____	\$75.00	\$90.00	\$ _____

MULTI OUTLET STRIP	QTY	DISCOUNT	STANDARD	\$
	_____	\$25.00	\$25.00	\$ _____
EXTENSION CORD	QTY	DISCOUNT	STANDARD	\$
	_____	\$25.00	\$25.00	\$ _____

<p><u>Drape Line Booth</u></p> <p>Booth Size ___ X ___</p> <p>Rear</p>	<p><u>Island Booth</u></p> <p>Booth Size ___ X ___</p> <p>Booth # _____</p>
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ENTER THE BOOTH NUMBER(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 Kay Bailey Hutchison Convention Center - Spectra 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 KBHCCD - SPECTRA personnel. All electrical material and equipment must be grounded. Electrical cord(s) placed under carpet must be installed by KBHCCD - SPECTRA personnel. KBHCCD - SPECTRA 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 KBHCCD - SPECTRA electrician to do so. If the exhibitor performs the changes, labor charges for a KBHCCD - SPECTRA 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. KBHCCD-SPECTRA is not responsible for voltage fluctuation 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 KBHCCD-SPECTRA 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 KBHCCD-SPECTRA shall remain the property of KBHCCD-SPECTRA and shall be removed only by KBHCCD-SPECTRA 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. KBHCCD-SPECTRA 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.
10. For Specialty power 208V, Exhibitor must provide bare tails to tie into the disconnect switch. **WE DO NOT PROVIDE CAMLOCKS**
11. Exhibitors must provide converters from European to standard US receptacles

### 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.



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