



## Utility Service Order Form

Name of Exhibition or Show: \_\_\_\_\_

Exhibitor's Name: \_\_\_\_\_ Booth Number: \_\_\_\_\_

Exhibitor Company/Organization: \_\_\_\_\_

Date of Show: \_\_\_\_\_ Phone: \_\_\_\_\_

Method of Payment: \_\_\_\_\_

### **Electrical Current Charges:**

Should it be necessary to hook up power to any devices, machinery and/or equipment, a labor order must be placed with your coordinator in advance. Estimated electrical usage per circuit is included in the total price. **ALL PRICES ARE SUBJECT TO CHANGE.**

**Deadline for service request is seven (7) days prior to arrival. PLEASE NOTE THAT IF PAID ON PROPERTY, THERE WILL BE AN INCREASE IN PRICE OF \$25.00(plus tax).**

<u>Quantity/Requirements</u>	<u>Unit Charge (tax included)</u>	<u>Total</u>
_____ 110 volts/20 amps (1Standard Outlet/Shared)	\$ 102.84 (per outlet/per day)	\$ _____

### **Enhanced Power Needs: Quantity/Requirements**

_____ 208 volts (1 Duplex Outlet)	\$ 270.63 (per outlet/per day)	\$ _____
_____ 200 amps (3 phase)	\$ 324.75 (per outlet/per day)	\$ _____
_____ 400 amps (3 phase)	\$ 649.50 (per outlet/per day)	\$ _____

**\*Enhanced Power, will need to know specific outlet information:** \_\_\_\_\_

- **THE CONVENTION CENTER RESERVES THE RIGHT TO LIMIT ANY AVAILABLE POWER SUPPLY.**

### **Internet Charges:**

<u>Quantity/Item</u>	<u>Unit Charge (tax included)</u>	<u>Total</u>
_____ Wired (TI) Highspeed Internet Line	\$324.75 (per day/per line)	\$ _____

- **The Convention Center provides complimentary wireless internet.**

**Electrical and/or Internet: Please email this form along with the credit card authorization form to [lclemons@ldry.com](mailto:lclemons@ldry.com)**

\*\*\*\*\*

### **AV, Rigging, or Other Items Noted Below will be provided by: The Events Company**

Power-Strips, Extension Cords, Monitors, or any Audio-Visual Equipment

**Please Note: All Rigging at the Convention Center is handled by The Events Company**

For pricing information and/or to order any AV, Rigging, Cords, etc., please contact:

Kaylye Hall at [kaylye.hall@ldry.com](mailto:kaylye.hall@ldry.com) or Cell 936 419 9946

Rodney Whitaker at [Rodney.whitaker@ldry.com](mailto:Rodney.whitaker@ldry.com) or Cell 346 289 9364

Office Line 409 744 1500 ext. 2851

**(Do not email your electrical needs to either of these emails, please use the email noted above or on the CC Form)**



**CREDIT CARD BILLING AUTHORIZATION FORM**

**DATE:** \_\_\_\_\_

**CONVENTION NAME:** \_\_\_\_\_

**CONVENTION DATES:** \_\_\_\_\_

**EXHIBITOR COMPANY/ORGANIZATION:** \_\_\_\_\_

**EXHIBITOR BOOTH NUMBER:** \_\_\_\_\_

**CONTACT NAME:** \_\_\_\_\_

**CONTACT PHONE:** \_\_\_\_\_

**CONTACT EMAIL:** \_\_\_\_\_

**NAME ON CREDIT CARD:** \_\_\_\_\_

**CARD:**  MASTER CARD,  AMERICAN EXPRESS,  VISA,  DISCOVER, OR  DINERS CLUB

**CARD NUMBER:** \_\_\_\_\_

(If you prefer to call with your credit card number, please note on the above line "will call" electrical will not be ordered until cc # is on file)

**EXPIRATION DATE:** \_\_\_\_\_ **CVV CODE:** \_\_\_\_\_

**AMOUNT APPROVED FOR BILLING: \$** \_\_\_\_\_

**AUTHORIZED SIGNATURE:** \_\_\_\_\_

Please complete and fax forms to Lisa Clemons at (409) 744 6913 or email them to [lclemons@ldry.com](mailto:lclemons@ldry.com). If you have any questions, please contact me at **(409) 740 8686**. To send payment in advance via check, mail to Galveston Island Convention Center (c/o: The San Luis Resort) 5222 Seawall Blvd., Galveston, TX 77551. Attention: Lisa Clemons/Conference Planning. Please make sure to include with the check this form or the name and date of the exhibition.

**PLEASE NOTE THE ABOVE ADDRESS IS NOT THE CONVENTION CENTER RECEIVING ADDRESS.**

*If shipping items please use this address: Galveston Island Convention Center, (Name of Group/Name of Guest or Exhibitor), 5600 Seawall Blvd., Galveston, TX 77551 for receiving shipments. Please note if you do ship to the center, shipments are not allowed to arrive more than 3 days before the event begins. For shipping out, you will need to prepare your item for shipping and call in to schedule the pick-up. Shipments are stored in the back of the center-loading dock area- by security, directions can be given upon your arrival.*

Please note if you order electrical on-site there will be an additional charge for late orders, no exceptions.

If you would like a receipt emailed to you, (emails are sent out after the event concludes) please print clearly your email address here: \_\_\_\_\_