



Event Services & Utilities Request Form

1610 COLISEUM DRIVE • HAMPTON, VA • 23666 • PHONE (757) 315-1633 • email: hrcadmin@thehrcc.com

FULL PAYMENT MUST BE RECEIVED 14 DAYS PRIOR TO EVENT LOAD-IN TO RECEIVE THE ADVANCE RATE AND TO GUARANTEE REQUEST

Event Name: _____ Room/Booth #: _____

Event Dates: _____ Exhibiting Company: _____

Contact Name: _____ E-mail: _____

On-Site Contact Name: _____ Phone: (_____) _____

UTILITIES	24 HR POWER	ADVANCE RATE	REGULAR RATE	QTY	AMOUNT
Electrical					
✓ ONLY for 24 Hour Power Guarantee: Check box, and add 50% to that service.					
2000 Watt, 110 Volt, 20 Amps (standard household outlet)		\$ 75.00	\$ 100.00		
*Service above 20 Amps requires custom installation by an electrician to be billed at the hourly rate, with a three (3) hour minimum required.					
1 Phase, 208 Volt, 30 Amps*		\$ 200.00	\$ 250.00		
1 Phase, 208 Volt, 60 Amps*		\$ 300.00	\$ 350.00		
1 Phase, 208 Volt, 100 Amps*		\$ 375.00	\$ 425.00		
1 Phase, 208 Volt, 200 Amps*		\$ 600.00	\$ 750.00		
3 Phase, 208 Volt, 30 Amps*		\$ 300.00	\$ 350.00		
3 Phase, 208 Volt, 60 Amps*		\$ 400.00	\$ 475.00		
3 Phase, 208 Volt, 100 Amps*		\$ 450.00	\$ 525.00		
3 Phase, 208 Volt, 200 Amps*		\$ 600.00	\$ 725.00		
3 Phase, 208 Volt, 600 Amps*		Call for Pricing			
3 Phase, 480 volt, 30 Amps*					
3 Phase, 480 volt, 60 Amps*					
3 Phase, 480 volt, 100 Amps*					
3 Phase, 480 volt, 200 Amps*					
Water					
Water/Drain per 100 gal.		\$ 50.00			
Water/Drain per 500 gal.		\$ 175.00			
Equipment Rental **					
Extension Cord		\$ 40.00	\$ 40.00		
Multi-receptacle Power Strip		\$ 25.00	\$ 25.00		
Labor*					
Electrician per hour		\$ 90.00	\$ 110.00		
Electrician-Overtime/Weekend per hour		\$ 110.00	\$ 125.00		
Electrician-Holiday per hour		\$ 130.00	\$ 150.00		
				Total Utility Order	\$
				**Add 6% Sales Tax (only applicable to equipment rental items)	
				Total Utilities + Tax (if applicable) + 3.5% Card Processing Fee (if applicable)	
The HRCC will provide power only in the form of a disconnect for connections over 20 amps. The exhibitor/vendor will be responsible for all cabling, wiring, and connections to their equipment.					

IMPORTANT CONDITIONS AND REGULATIONS

Code Safety and Compliance

1. All equipment provided by clients and exhibitors must comply with all state, local and international safety codes.

Schedule

1. **To qualify for advance order rates, all orders must be received by the Hampton Roads Convention Center at least 14 days in advance to the first day of scheduled exhibitor/vendor load-in.** Call 757-315-1633 if you have any questions about your order, or to confirm receipt.

2. **Services ordered within 48 hours of event commencement may not be available. PLEASE ORDER IN ADVANCE TO ENSURE SERVICE AVAILABILITY.**

Limitation of Liability

The parties agree that implied warranties of merchantability and fitness for a particular purpose and all other warranties, expressed or implied, are excluded from this agreement. The HRCC does not assume liability for damages of any type whatsoever or for the loss of anticipatory profits resulting from the installation, use, or interruption of the services or for damage of any sort whatsoever to user's goods or equipment arising from the installation, use or interruption of the services or any other cause whatsoever. The HRCC shall not be held responsible for late installation or interruption of any services that may occur.

Utilities Notes:

1. Only one outlet will be provided for each power line ordered.
2. Power cannot be shared between booths.
3. Power is located in the most convenient location unless noted on form.
4. No refunds for services requested and already installed.
5. Connection to equipment is the exhibitors' responsibility.

METHOD OF PAYMENT

CASH or CHECK or CARD (check one) Checks made payable to: Hampton Roads Convention Center • Tax ID # 54-6001336

Card Holder Name: _____ E-mail address for receipt: _____

DO NOT LIST CREDIT CARD NUMBER: You will receive a secure link for payment via the email provided for receipt.

I authorize the charges detailed within this form to be charged to the card in my name I provide.

By signing, I also agree that I have read and agree to the terms and conditions set forth for these services by HRCC.

Authorized Representative Signature: _____ Date: _____