



P O Box 1774 · Shreveport, Louisiana 71166  
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# ELECTRICAL SERVICES ORDER FORM

Today's Date \_\_\_\_\_

PAYMENT FOR ADVANCE ORDERS MUST BE RECEIVED IN OUR OFFICE 48 HOURS PRIOR TO MOVE-IN DATE.  
STANDARD RATES APPLY TO ALL ORDERS RECEIVED AFTER THE 48 HOURS CUT OFF DATE.

NAME OF EVENT \_\_\_\_\_ DATE OF EVENT \_\_\_\_\_  
COMPANY NAME \_\_\_\_\_ BOOTH NUMBER(S) \_\_\_\_\_  
CONTACT NAME \_\_\_\_\_ ADDRESS \_\_\_\_\_  
TELEPHONE # \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PAYMENT METHOD: CHECK ☐ CASH ☐ VISA / MASTERCARD ☐ AMEX ☐

CARDHOLDER NAME \_\_\_\_\_ CARD # \_\_\_\_\_ EXP. \_\_\_\_\_

SIGNATURE \_\_\_\_\_ SECURITY CODE (Code on back of credit card) \_\_\_\_\_

I also authorize SCC to charge any outstanding balances at the time of move-out to my credit card.

## Terms and Conditions

- A standard electrical outlet consists of one single female plug. Quoted service rates include delivery to booth and does not include labor charges for special wiring, or connecting to your equipment. Exhibitors should ensure surge protection for their equipment.
- All exhibitors are required to sign in at the Service Desk for delivery of service, and for pick-up & return of all equipment.
- Wall, column and permanent building outlets are not part of the booth space and are not to be used by exhibitors. Unauthorized use will be terminated or exhibitor must pay electrical service charges.
- Under no circumstances shall anyone other than Shreveport Convention Center employees make connections or disconnections.
- Exhibitors are not permitted to share electrical service. All orders must be placed individually.
- The Electrical Supervisor is obligated to refuse connection when wiring is not in compliance with federal, state & local safety codes.
- All furnished materials and equipment remains the property of the Shreveport Convention Center or its assigned agent. All materials that are removed from the premises or damaged will be billed accordingly.
- Equipment problems must be reported immediately. Claims will not be considered unless filed by the exhibitor prior to close of show.
- Refunds will be computed as follows: After installation: No Refund; < 6 days prior to move-in: 85%; > 6 days prior to move-in: Full Refund.
- No credit will be issued for outlets installed but not used.

## ELECTRICAL SERVICE

(Rates applicable for up to 3 days of service. \$20.00 each additional day)

Qty.	Description	Advance Rate	Standard Rate	Total
	120V/20 amp	\$65.00	\$85.00	
	208V 3 Phase/30 amp	\$150.00	\$200.00	
	208V 3 Phase/100 amp	\$300.00	\$350.00	
	240V 3 Phase / 200 amp		\$500.00	
	480V 3 Phase/ 400 amp		\$1,000.00	
			<b>TOTAL</b>	

For other services, Please contact your Event Services Coordinator for quote and other services.

## FLOOD LIGHTING

Qty.	Description	Advanced Rate	Standard Rate	Total
	Flood Light - 150 Wat	\$21.72	\$32.58	
	Flood Light - 200 Watt	\$32.58	\$43.44	

## ACCESSORIES

Qty.	Description	Advanced Rate	Standard Rate	Total
	Extension Cord - 25'	\$16.29	\$21.72	
	Extension Cord - 50'	\$21.72	\$27.15	
	Extension Cord - 100'	\$27.15	\$32.58	
	Power Strip	\$16.29	\$21.72	
	100 amp/metric Connector to cam lock		\$54.30	

## LABOR

Labor is billed in 1 hour increments @ \$45.00/hour. (Holiday rates apply.)	
<b>Total</b>	