



New Jersey Convention & Exposition Center

ELECTRICAL SERVICE ORDER FORM

Show Number: _____

For more information fo to www.NJexpocenter.com

(office use only)

Mailing Address: 97 Sunfield Avenue, Edison, NJ 08837

Phone: (732) 417-1400 Fax: (732) 417-1414

DEADLINE FOR PREPAID RATE: 5 DAYS PRIOR TO THE EVENT MOVE IN

wattage requirements are typically located on the power source or on a label on the bottom or back of the equipment

Show Name: _____ Booth #: _____ Show Dates: _____

Company Name: _____ Phone: _____

Address: _____ City/State: _____

Ordered By: _____ EMAIL: _____

Credit Card Number: _____ CVV: _____ Expiration Date: _____

Outlets available as listed below are stated according to wattage or amperage (120 watts equal one amp.); 1000 watts = 10 amps.

Booth Outlet	Qty	Prepaid Rate	Onsite Rate	Total
Basic Power (One outlet (any size) consists of a single receptacle)				
1 - 500 Watts		\$ 99.00	\$ 125.00	
501 - 1500 Watts		\$ 139.00	\$ 175.00	
1001 - 1500 Watts		\$ 159.00	\$ 200.00	
1501 - 2000 Watts		\$ 175.00	\$ 225.00	
20 Amp Dedicated		\$ 275.00	\$ 350.00	
208 Volt - 1 Phase - 1 hr. of Labor included				
30 Amp		\$ 499.00	\$ 623.75	
50 Amp		\$ 614.00	\$ 767.50	
100 Amp		\$ 779.00	\$ 973.75	
208 Volt - 3 Phase - 1 hr. of Labor included				
30 Amp		\$ 558.00	\$ 697.50	
50 Amp		\$ 668.00	\$ 835.00	
100 Amp		\$ 847.00	\$ 1,058.75	
Extras/Lighting				
Power Strip		\$ 29.00	\$ 40.00	
2-300w Flood Lights (Electric included)		\$ 178.00	\$ 225.00	
4-300w W/Track (Electric included)		\$ 388.00	\$ 475.00	
Extra Labor (per hour)		\$ 81.00		
Special Instructions:	Tax Cheat Sheet (Total)			
	\$99 * 6.875% = \$105.81		SUB TOTAL	
	\$125 * 6.875% = \$133.59		*Tax 6.875%	
	\$139 * 6.875% = \$148.56		TOTAL DUE	
	\$159 * 6.875% = \$169.93		PAYMENT IN FULL is due when ordered.	

The costs are based upon ALTERNATING CURRENT ONLY, 115 volts, 60 cycles.

No refunds or credits will be given after the start of the show

Authorizing Signature **X**

Name as it appears on card (PLEASE PRINT):

My signature indicates that I have reviewed and agreed to all conditions set forth on both pages of the form.
IMPORTANT: PLEASE SEE 2ND PAGE SIDE FOR ALL RULES AND REGULATIONS ALONG WITH A BOOTH MAP IF NEEDED

IMPORTANT RULES AND REGULATIONS

1. All material and equipment furnished by the Center shall remain the property of the Center and shall be removed only by Center personnel at the close of the show. (office use only)
- Wires will NOT be ran under booth carpet/flooring. Please adjust your floor plan accordingly. You are able to bring 3-prong grounded extension cords to secure power where it is needed.
3. No column or permanent building utility outlets are considered part of booth space, regardless of location, and MAY NOT be used by exhibitors. Anyone found utilizing unauthorized power will be charged 1½ times the standard rate for same.
4. All equipment, regardless of source of power, must comply with all federal, state, and local statutes, laws, ordinances, safety codes, rules and regulations.
5. Use of open clips sockets, latex or lamp cord wire, duplex or triplex attachment plugs in exhibit booths is prohibited. Accessories may be rented from the Convention Center at an added cost.
6. Prices are based upon current utility and wage rates and are subject to change without notice.
7. Under no circumstances shall anyone other than the Center's authorized employees make any electrical connection to building systems.
8. With regard to any special equipment requiring exhibitors' engineers or technicians for assembly, servicing, preparatory work or operation, a FOURTEEN DAY prior approval must be obtained from the Expo Center. All service connections and overload protection to said equipment must be made by Expo Center personnel.
9. All equipment must be properly tagged and wired with complete information regarding type of current, voltage, phase, cycle, horsepower, etc. Sufficient electric must be ordered to correspond with posted requirements, as per fire department regulations. Under no circumstances will any equipment be connected with a power supply lower than that which is posted on equipment.
10. Electrical power for lights and displays will be provided 1 hour before show opening and 30 minutes past show closing unless otherwise specified.
11. Power will be placed in the back center of the booth, with island booths power will be placed where it is most accessible location. Electrical plots will not be honored.
12. The center does not make appointments or guarantee timing for electrical services.
13. All exhibitor cords must be of the three-wire grounded type: 14 gauge minimum size. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized, must be grounded.
14. Rates quoted for all connections cover only the bringing of service to the booth in the most convenient manner, and do not include connection equipment, adapters, or any special wiring.
15. Overhead track lighting will be suspended on the front edge of the booth at a height of 10' off the floor. Focusing (adjusting) of the lights will be done at the time of installation for a general wash. Refocusing can be done at an added cost of \$ 35.00. Colored filters are available at an additional cost. No signs or banners may be suspended from the track.
16. Suspension of signs, banners or other items may only be done by Center personnel. To order this service, please refer to Banner Hanging Form.