



# Mechanical

Return Form To:  
 650 Okeechobee Blvd.  
 West Palm Beach, FL. 33401  
 Attn: Exhibitor Services

Phone: 561-366-3000  
 Fax: 561-366-3023  
 Email: exhibitorservices@pbconventioncenter.com

To receive advance rate, orders and full payment must be postmarked 14 days prior to the first scheduled show date.

<b>Event Name:</b>				<b>Booth #</b>	
<b>Exhibiting Company:</b>			<b>Dates - From:</b>		<b>To:</b>
<b>Address:</b>			<b>Ordered By:</b>		
<b>City:</b>	<b>State:</b>	<b>Zip Code:</b>	<b>E-Mail:</b>		
<b>Phone:</b>		<b>Cell:</b>	<b>Fax:</b>		
<b>Service Descriptions</b>			<b>Quantity</b>	<b>14 Day Advance Rate</b>	<b>Show Rate</b>
<b>Water Service</b>					
Run of Show Connection (1/2' or 3/4') or One Time Water Fill and Drain					
0 - 200 gallons				\$80.00	\$120.00 \$
201 - 500 gallons				\$105.00	\$160.00 \$
501 - 999 gallons				\$195.00	\$230.00 \$
1,000 gallons or more				Call for Quote	\$
<b>Compressed Air Service</b>					
Exhibitor shall supply drier or regulator for critical applications. Price is for service to one [1] exhibit.					
First Connection, up to 1/2'				\$200.00	\$260.00 \$
Each Additional Connection				\$110.00	\$143.00 \$
Special fittings or connectors may result in additional charges.					\$
<b>SUB TOTAL</b>					\$
<b>7% SALES TAX</b>					\$
<b>Labor</b>					
\$70.00 per hour, one hour minimum				\$70.00	\$70.00 \$
<b>TOTAL</b>					\$
<b>Special Instructions:</b>					

**Prices listed are for the entire show.**

By signing and returning this form, customer agrees to all terms and conditions printed on this form and related documents. The PBCCC reserves the right to correct orders that have been figured incorrectly. Tax rates are subject to change without notice.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

<input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> American Express <input type="checkbox"/> Check Payable To: Palm Beach County Convention Center		
Account No: _____	Exp. Date (MM/YY) _____	Verification Code _____
Cardholder Name (Please Print) _____		
Authorized Signature*: _____		
Credit Card Billing Address: _____		
City/State/Zip: _____		

**\* I ALSO AUTHORIZE CHARGING ANY UNPAID BALANCES TO MY CREDIT CARD. SEE REVERSE SIDE FOR PAYMENT TERMS AND CONDITIONS.**

# Palm Beach County Convention Center Electrical Services Terms and Conditions

## Payment:

The Palm Beach County Convention Center (PBCCC) must receive full payment at least fourteen (14) days prior to the first scheduled show date. Orders received less than fourteen (14) days in advanced or without full payment are subject to a rate increase, regardless of date of receipt. Full payment must be received before service is provided. PBCCC accepts Visa, MasterCard, American Express, Discover and Checks.

Any additions or changes, advanced or on-site, require full payment prior to installation.

## Rates and Labor Charges:

1. Listed rates only cover services delivered to each individual location as per the floor plan.
2. Rates do NOT include connecting provided services to equipment.
3. Special placement or relocation of services will incur labor charges.  
\*please contact Exhibitor Services to order special placement of service\*
4. Late or On-Site orders are not guaranteed by show opening.
5. Installation during show hours may require Show Management approval.
6. All prices are based on current rates and are subject to change without notice.

## Installation/Disconnection and use of Service:

1. Orders Paid in Full will be installed and processed in the order in which they were received.
2. All equipment provided will remain the property of the PBCCC and shall be disconnected/removed by in-house staff only.
3. Standard wall, column and permanent electrical outlets are not part of booth service and are not to be used by Exhibitors.
4. Any damaged equipment will be billed directly to the Exhibitor responsible.
5. Rental period is from installation to removal.
6. Credit will not be given for services ordered and installed but not used.
7. All material and equipment must be tagged with complete information to include: type and/or amount of voltage, amperage, phase, frequency, horsepower, etc. Any exposed non-current carrying metal parts of equipment liable to be energized, must be grounded.
8. All 120 VOLT cords must be 3 wire, grounded type and rated to run under carpet. Use of open clip sockets, latex or lamp cord wire, non-UL or NEMA approved connections are prohibited. Equipment requiring company staff for assembly, servicing, prep work and operation may be executed without house electricians. However, all equipment must comply with Federal, State and Local safety codes. PBCCC staff reserves the right to inspect outside equipment for compliance assurance.

Don't see what you need? Call us! Additional products and services are available!

## Cancellation Policy:

- If cancelled before installation and more that six (6) days prior to 1<sup>st</sup> show date = 90% REFUND
- If cancelled before installation but six (6) days or less prior to 1<sup>st</sup> show date = 50% REFUND
- If cancelled AFTER the service has been installed = Refunds will not be provided

**Legal Notice:** The PBCCC is not responsible for voltage fluctuation due to temporary power failure as a result of conditions beyond building control. Surge protectors are recommended for computers and other sensitive equipment. The PBCCC is not responsible for damage of personal equipment or injury to persons caused by unauthorized installation.