



Electrical Service Order Form

Advanced Price Deadline: In order to receive advance rates, orders must be received with payment in full, a minimum of 14 days prior to the first move in date. Orders received after that date or without payment are required to pay standard rates.

Remit to: SMG - Oklahoma City Convention Center

Event Name:

Mail Orders & Payment to:

Event Date(s):

Phone:

Fax:

Email:

****Credit card payments must be completed through our secure online ordering system at <https://okcconventioncenter.boomerecommerce.com>**

Ordering Company Contact Information

Company Name: _____

Exhibiting Company Booth #(s): _____

Company Address: _____

City: _____ State: _____ Zip: _____

Order Contact Name: _____ Phone Number: _____

Order Contact Email Address: _____

Electrical Services & Pricing

Outlet Type	Quantity	Advance Price	Standard Price	Total
120 VOLT				
20 Amps	_____	\$59.00	\$66.00	\$ _____
208 VOLT SINGLE PHASE				
20 Amps	_____	\$95.50	\$103.50	\$ _____
30 Amps	_____	\$125.50	\$135.50	\$ _____
40 Amps	_____	\$157.50	\$166.50	\$ _____
50 Amps	_____	\$188.50	\$197.50	\$ _____
208 VOLT THREE PHASE				
20 Amps	_____	\$107.50	\$118.50	\$ _____
30 Amps	_____	\$151.50	\$162.50	\$ _____
40 Amps	_____	\$195.50	\$206.50	\$ _____
50 Amps	_____	\$238.50	\$250.50	\$ _____

LABOR

Electrician _____ \$45.00 per person/per hour \$45.00 per person/per hour \$ _____

GRAND TOTAL: \$ _____

Special Requirements

For connections other than those listed, prior arrangements must be made with the electrical supervisor. If special electrical plugs are required, exhibitor is responsible for furnishing the associated wiring schematics and required connectors. Exhibitor is responsible for labor and materials associated with connecting and disconnecting.

Please provide specific requirements in the space below. List device, amperage, volts, and phase.

Service will be brought to the rear of the booth in the most convenient manner, unless otherwise indicated on the grid below.
Please indicate the following:

Location of the main power drop: Power needs to be distributed from one location at which a panel or other piece of electrical equipment will be installed. It is recommended that this equipment be placed in a closet, under a table/desk, or in another location that keeps it out of sight. Please provide specific dimensions.

Location and load of all outlets: Please provide specific dimensions and wattages/amperages.

Booth Orientation: Please provide surrounding aisle and/or booth numbers, particularly for island booths. Also, please try to orient your booth to the overall floor plan so that the diagram does not have to be rotated.

Adjacent Aisle or Booth# _____

Adjacent Aisle or Booth # _____

The grid is a square with a grid of small squares. The top and bottom edges are labeled 'Adjacent Aisle or Booth# _____'. The left and right edges are labeled 'Adjacent Aisle or Booth # _____'.

NEMA Configuration: _____
Direct Connection Wire Required: YES _____ NO _____
Type: 3 Wire _____ 4 Wire _____ 5 Wire _____

Electrical Service Terms & Conditions

- ◊ All exhibitors are required to check in at the service desk at the time of move in before service can be turned on.
- ◊ A standard electrical outlet consists of one single female plug. Service does not include adapters or special wiring. Labor is required for any and all electrical work over and above the installation of the main power drop.
- ◊ Labor charges will include the time for electricians to gather the necessary tools and material for the job, have their work checked by the client, and return the tools and material to the supply area.
- ◊ Exhibitors' cords must be a minimum of 14 gauge 3 wire with ground and must be flat when used for floor work. All multi-outlet devices (e.g. - power strips) must have circuit protection. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.
- ◊ Wall, column, and permanent building outlets are not part of the booth space and are not to be used by exhibitors. Unauthorized use of electrical services will be terminated or exhibitor must pay electrical service charges.
- ◊ Under no circumstances shall anyone other than an Oklahoma City Convention Center employee make connections or disconnections.
- ◊ Electrical service will be provided to the booth in a location and manner that is safest and most convenient.
- ◊ Exhibitors are not permitted to share electrical service. All orders must be placed individually.
- ◊ All floor orders or changes must be made at the service desk.
- ◊ The electrical supervisor is obligated to refuse connection when wiring is not in compliance with federal, state, and local safety codes. Oklahoma City Convention Center reserves the right to inspect all electrical devices and connections to ensure compliance with all codes.
- ◊ All furnished materials and equipment remains the property of the Oklahoma City 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 to the service desk.
- ◊ Claims will not be considered unless filed by the exhibitor prior to the close of the show.
- ◊ No credit will be issued for outlets installed but not used. If cancellation occurs before services are installed and written notice of cancellation is received by Exhibitor Services 72 hours before the first scheduled move-in date, a full refund will be issued. ALL COMPLETED WORK IS SUBJECT TO FULL PAYMENT.