

**AVOID 20% SURCHARGE BY ORDERING ONLINE ONLY, IF ORDERED AT LEAST 15 DAYS PRIOR TO FIRST SHOW MOVE - IN DATE.**

**denverconvention.com/exhibit-at-an-event**

# STANDARD 120V ELECTRICAL ORDER FORM



Email Orders to: [eorders@denverconvention.com](mailto:eorders@denverconvention.com)

Order Online, Fax, or Mail at:

Colorado Convention Center  
Attn: Exhibitor Services 303.228.8027 Ph  
700 14th Street 303.228.8101 Fx  
Denver, CO 80202 www.denverconvention.com

Event Name: \_\_\_\_\_  
Booth # \_\_\_\_\_ Booth Dimensions \_\_\_\_\_  
Event Dates \_\_\_\_\_  
Company Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ St \_\_\_\_\_ Zip \_\_\_\_\_  
Phone \_\_\_\_\_  
E-mail \_\_\_\_\_  
Account Contact \_\_\_\_\_

ELECTRICAL SERVICES	QTY	STANDARD RATE	TOTAL
5 AMPS OR 500 WATTS		\$155.00	
10 AMPS OR 1000 WATTS		\$175.00	
20 AMPS OR 2000 WATTS		\$195.00	
<b>TOTAL PAYMENT</b>			

**\*\*See Special 120V order form for 24-hour power and overhead drop pricing and ordering.\*\***

ADDITIONAL ITEMS (Electrical Service must be ordered first)	QTY	STANDARD RATE	TOTAL
SIX PLUG STRIP		\$30.00	
25' EXTENSION CORD		\$30.00	
<b>TOTAL PAYMENT</b>			

**ONSITE SURCHARGE — ALL SERVICES, WITH THE EXCEPTION OF LABOR, WILL BE ASSESSED A 30% LATE FEE IF ORDERED ON/AFTER THE FIRST SHOW MOVE-IN DAY.**

CREDIT CARD NUMBER:  AMEX  MC  VISA EXPIRATION DATE:

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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PRINT CARDHOLDERS NAME: \_\_\_\_\_ CARDHOLDERS SIGNATURE: \_\_\_\_\_

SIGNATURE ACKNOWLEDGES PAYMENT POLICIES, ALL CONDITIONS & REGULATIONS

- Services are provided in the most convenient manner for CCC Electricians UNLESS booth floor plan is submitted prior to first **show** move-in date. Services must be ordered and individually identified on a booth floor plan. Services are for the **duration of the show**.
- **BOOTH LAYOUT DIMENSIONS**—Please submit booth floor plans with exact placements of each service drop, for spaces larger than 10x10.
- **LABOR**: Labor is included in the initial set of the service. Special placement, testing and/or changes after the initial set will require additional labor and material charges. Labor will be charged in 1 hour increments.
- CCC Electricians **will not split/branch** service to achieve multiple locations. Services must be ordered for each individual location requested. Exhibitors may bring personal UL approved 3-wire cords and equipment to distribute if desired.
- **FOR 120V SERVICE LARGER THAN 20A or special needs PLEASE CALL 303.228.8027 or email [eorders@denverconvention.com](mailto:eorders@denverconvention.com).**

# SERVICE LOCATOR PLAN

Event Name:	Event Dates:
Company Name:	Booth Number:

**Please indicate booth size on grid.** All 10X10 and in-line booth services will be installed in the center back of the space, **unless multiple outlets are needed.** Larger booth exhibitors (i.e. Islands and Peninsulas,) ***must submit a properly oriented booth floor plan***, including the adjacent booth numbers surrounding the booth, to ensure proper installation and also to prevent postponement.

**NOTE: If a booth floor plan is not provided, services will be placed in the most convenient location.**

For booth spaces with multiple service drop locations, exact placement for each individual drop must be indicated on the Service Locator Plan, including electric, telephone, cable TV, compressed air, drain and water services. Special placement, testing and/or changes after the initial set will require additional labor and material charges.

**Multiple service orders without a booth floor plan, will be serviced on a first come, first serve basis.**

**Electrical Services:**

- E**— Indicates each amp/watt (Will not be split or branched)
- O**— Indicates overhead drop (Include height information)

**Telephone Services:**

- T**— Indicates Telephone Lines
- F**— Indicates Data/Fax Lines

**Compressed Air / Water / Drain:**

Indicate each drop by writing **Air / Water / Drain**

**\*\*Please also indicate overhead or hanging utilities and all height information pertinent to each.\*\***

Please indicate scale: 1 square = \_\_\_\_\_ Feet. Booth Size: \_\_\_\_\_

In-Line Booth

Island Booth

Note adjacent booth # to left side of your booth

Note adjacent booth # to right side of your booth

				<b>BACK</b>				
				<b>FRONT</b>				

Note adjacent booth # to front side of your booth