



Electric Service Order

Exclusive Service Provided by The Bradenton Area Convention Center

PHONE	FAX	ADDRESS	EMAIL
941-722-3244	941-729-1820 Attn: Rachel Blair	One Haben Blvd. Palmetto, FL 34221	Rachel.Blair@mymanatee.org

Event Name/Date(s): _____		Booth #: _____		Standard <input type="checkbox"/>	Island <input type="checkbox"/>
Company/Organization: _____			Contact Person Day of Show: _____		
Address: _____		City: _____	State: _____	Zip: _____	
Phone: _____	Fax: _____	Email: _____			

	First Event Day	Additional Event Day	Total event days	Subtotal ea. hook up	Total Hook ups	Line Subtotal	Please List Items Needing Electric
120 Volts							
0-2000 watts (5-20Amps)	\$50.00ea	\$25.00ea					
208 Volts Single Phase							
20 Amps	\$50.00ea	\$25.00ea					
30 Amps	\$60.00ea	\$30.00ea					
60 Amps	\$80.00ea	\$40.00ea					
100 Amps	\$100.00ea	\$50.00ea					
200 Amps	\$120.00ea	\$60.00ea					
600 Amps	\$150.00ea	\$80.00ea					
208 Volts Three Phase							
20 Amps	\$50.00ea	\$25.00ea					
30 Amps	\$60.00ea	\$30.00ea					
60 Amps	\$80.00ea	\$40.00ea					
100 Amps	\$100.00ea	\$50.00ea					
200 Amps	\$120.00ea	\$60.00ea					
600 Amps	\$150.00ea	\$80.00ea					

Order Subtotal	
Set up Labor per booth	\$25.00
50% increase on all equipment & labor for orders received after	
<input type="checkbox"/> Tax Exempt	Sales Tax (7%)
Total	

Scaled floor plan must accompany orders showing locations of electrical outlets and connections for all island booths, single/ three phase electric orders, and orders not located at the back of the booth. Orders will NOT be processed unless accompanied by floor plans and credit card authorization form. The Bradenton Area Convention Center does not provide extension cords, power strips or Q-Taps.

All electric order forms must be received by at 5pm, all orders received after will be increased 50%



Electrical Service Instructions

Complete the order form and retain a copy for your records.

Mail, fax, or email a copy of the order form, booth layout, and NEMA configuration chart marked with your required plug and receptacle to:

The Bradenton Area Convention Center

ATTN: Rachel Blair

One Haben Blvd

Palmetto, FL 34221

Fax: 941-729-1820 Email: Rachel.Blair@mymanatee.org

POLICIES

1. RATE POLICY- Orders (and required floor plans) must be received prior to cut off date with full payment in order to receive services.
2. Tax exempt certificates must accompany tax free orders.
3. CANCELTION POLICY- cancelation of service must be received in writing a minimum of 14 days prior to the first show day to receive a full refund, less a \$50 labor fee. No refunds will be given for services installed and not used.
4. PAYMENT POLICY- 100% payment (in U.S. currency ONLY) must be made before hookup. Company, certified, or cashier's check payable to The Bradenton Area Convention Center. No personal checks please.
We are now PCI Compliant therefore, we can no longer except credit cards over the phone, email or fax.
****If you wish to pay by credit card and cannot come into our office by the deadline to pay, fill out your service order form and email or fax back to the above contact stating that you'd like to pay through Authorize.net. We will email you back an invoice that will enable you to direct link from the invoice to make your payment. There is no additional cost to you through Authorize.net.**
5. Liability-The Bradenton Area Convention Center is not liable for any damage to personal equipment.