



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. CANCELATION 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.