



**Utilities Connection Order Form**

Please return to Oncenter  
 800 South State Street  
 Syracuse, New York 13202  
 (315) 435-8000  
 FAX: (315) 435-8098

Date Rec'd	By:	Payment

Name of Event:	Date(s) of Event:	Booth #:
Firm Name:	On Site Contact:	
Address:		
Phone #:	Fax#:	
Authorized By:	Title:	Date:
PAYMENT: Check (Payable to Oncenter) / Credit Card (VISA, MasterCard, American Express)		
Credit Card Number:	Expiration Date:	
Name on Card:	Security Code (3 or 4 Digit)	

**PAYMENT MUST ACCOMPANY ORDER**

**ADVANCE ORDERS MUST BE RECEIVED 10 DAYS BEFORE EVENT**

The rates listed are for one (1) outlet only. The charge for service includes electrical current, installation in the most convenient location, and removal at the close of the show. Special service or wiring into equipment will be charged at prevailing rates for labor and materials. Oncenter will not be responsible for power failures or voltage functions. We cannot guarantee service prior to show opening on late requests. **All service request forms and payments MUST be received no later than 10 business days prior to the opening date of the show.** No credits can be issued on service installed and not used. Rates subject to change without notice

**A 30% SERVICE CHARGE WILL BE LEVIED ON ANY ORDERS ON SITE - PLEASE PLAN AHEAD**

**120 VOLT OUTLETS**

Description	Quantity	Advance Order	On Site	Total
20 amps Less than 2000 Watts		\$65.00	\$84.50	

**208 VOLT OUTLETS**

Description	Name Plate Information			Quantity	Advance Order	On Site	Total
	Voltage	Phase (1or 3)	Neutral				
Up to 20 amps					\$100.00	\$130.00	
Up to 30 amps					\$105.00	\$136.50	
Up to 60 amps					\$135.00	\$175.50	
Up to 100 amps*					\$180.00	\$234.00	
Up to 200 amps*					\$230.00	\$299.00	

**480 VOLT OUTLETS**

Description	Name Plate Information			Quantity	Advance Order	On Site	Total
	Voltage	Phase (1or 3)	Neutral				
Up to 60 amps*					\$205.00	\$266.50	
Up to 100 amps*					\$255.00	\$331.50	
Up to 200 amps*					\$425.00	\$552.50	

\* Special arrangements must be made with Oncenter electrical department prior to the start of the event. An additional labor charge will be added for hook-up and disconnection. Special memos or instructions, please write in the box below.

See other side for special conditions & regulations --->

**MISCELLANEOUS UTILITY CONNECTIONS**

The rates listed are for one (1) connection			
Description		GPM	Total
Active water & drainage	Minimum \$100/day. Call Oncenter for details		
Compressed Air	Call Oncenter for details		
Water/Drain (static display)	\$75.00/unit		

**IMPORTANT CONDITIONS AND REGULATIONS**

1. Wall, column and permanent building utility outlets are not a part of booth space and are not to be used by exhibitors unless specified otherwise.
2. All equipment, regardless of source of power, must comply with all federal, state and local safety codes.
3. Use of open clip sockets, latex or lamp cord wire, duplex or triplex attachment plugs in exhibits must be approved by Facility.
4. Claims will not be considered unless filed by exhibitor prior to close of exposition.
5. Under NO circumstances shall anyone other than "house electrician" make electrical connections.
6. Special equipment requiring company engineers or technicians for assembly, servicing, preparatory work, and operations may be executed without "house electrician," however, all service connections and overload protection to such equipment must be made by "house electrician" only.
7. All equipment must be properly tagged and wired with complete information as to type of current voltage, phase, cycle, horsepower, etc..
8. All material and equipment furnished by Oncenter for this service order shall remain Oncenter property and shall be removed ONLY by Oncenter at the close of the show.
9. Unless otherwise directed, Oncenter electricians are authorized to cut floor coverings to permit installation of service.
10. All exhibitor's cords must be of the 3 wire grounded type. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.
11. Rates quoted for all connections cover only the bringing of service to the booth in the most convenient manner and do not include connecting equipment or special wiring. Rates are on your application form.
12. Oncenter will provide the following Receptacle types Standard Duplex, NEMA # L6-30R, L5-20R, 6-15R, 6-20R and 10-50R. Exhibitor must provide any other type of receptacle.
13. Any hook-up cable larger than #4 AWG must be provided by exhibitor.