



**GREATER COLUMBUS
CONVENTION CENTER**

**EXHIBITION SERVICES
ORDER FORM**



MANAGED FACILITY

Return to and make check payable to:
**Greater Columbus
 Convention Center
 Client Utilities Dept.
 400 North High Street
 Columbus, Ohio 43215
 614-827-2548
 Fax 614-827-2658**

Name of Exhibition or Show: _____ Booth No. _____
 Firm/Booth Name: _____ Show Dates _____
 Address: _____ Phone No. _____
 City: _____ State: _____ Zip: _____
 Ordered By: _____ Signature: _____ Date: _____
 (Print or Type)

Signature of Requesting Party on order form indicates acceptance of terms and conditions on reverse side.

PAYMENT NOTICE: ADVANCE RATES apply only to orders paid in full and received 12 DAYS PRIOR TO THE FIRST SCHEDULED DECORATOR MOVE-IN DAY
 STANDARD RATES must be paid for all other orders. NO EXCEPTIONS

ALL ORDERS MUST BE PAID IN FULL WITH U.S. FUNDS

**ALL ORDERS MUST BE MAILED, FAXED, ONSITE, OR ONLINE. (www.columbusconventions.com.)
 IF FORMS ARE FAXED, PLEASE DO NOT MAIL.**

PLUMBING SERVICES

COMPRESSED AIR: (Exhibitor must provide regulator and filter/dryer. Hose pressure regulated at 225 psi). Lines provided - 3/8" I.D. with 1/4" quick coupler. For special connections, call prior to submitting this form.

QUANTITY:		ADVANCE RATE	STANDARD RATE	TOTALS
_____	Service Charge for first connection	\$120.00	\$145.00	_____
_____	Each additional connection	\$90.00	\$120.00	_____
_____	1/2" or 3/4" connection (please circle size)	\$70.00	\$100.00	_____
_____	HOURS/LABOR (1 hr. minimum) for special installation and/or every two plumbing connections/or layout.	\$50.00	\$50.00	_____

WATER (Not available in Perimeter Wall Booths)

QUANTITY:		ADVANCE RATE	STANDARD RATE	TOTALS
_____	Service Charge for first connection	\$125.00	\$150.00	_____
_____	Each additional connection	\$90.00	\$115.00	_____
_____	1/2" or 3/4" connection (please circle size)	\$65.00	\$90.00	_____
_____	Water tanks, beds, pools - fill before show, drain after show up to 100 gallons.	\$65.00	\$85.00	_____
_____	Each additional 100 gallons.	\$16.00	\$27.00	_____
_____	HOURS/LABOR (1 hr. minimum) for fill & drain every 300 gallons and/or special installations and/or every two plumbing connections/or layout.	\$50.00	\$50.00	_____

DRAINAGE (Not available in Perimeter Wall Booths)

QUANTITY:		ADVANCE RATE	STANDARD RATE	TOTALS
_____	Service Charge for first connection	\$75.00	\$100.00	_____
_____	Each additional connection	\$50.00	\$75.00	_____

GAS (Natural Gas with a rating of 1,000 BTU and 5 oz. pressure available) (Gas pressure regulated at 14" of water column).

QUANTITY:			TOTALS
_____	Service Charge for first connection	\$145.00	\$175.00
_____	Each additional connection	\$100.00	\$150.00
_____	Size of connections . . . (Exhibitor to provide shutoff valve or wrench).		
_____	HOURS/LABOR (1 hr. minimum) for special plumbing installation and/or every two plumbing connections/or layout.	\$50.00	\$50.00

NO GAS AVAILABLE IN PERIMETER WALL BOOTHS/NO GAS CYLINDERS PERMITTED

GRAND TOTAL DUE \$ _____

SEE REVERSE FOR CONDITIONS AND REGULATIONS

PAYMENT INFORMATION - Payment Must be in U.S. Funds

_____ Check # _____
 _____ Credit Card/Visa/MC/AE/Discover
 Complete enclosed credit card authorization form.

OFFICE USE ONLY

_____ Pre-Order _____ On-Site Order
 _____ Received By _____ Date:
 _____ Equipment Installed By _____ Date: _____ Time
 _____ Posted By _____ Date

ALL ORDERS MUST BE PAID IN FULL PRIOR TO OPENING OF FIRST DAY OF SHOW

GREATER COLUMBUS CONVENTION CENTER IMPORTANT CONDITIONS AND REGULATIONS

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PAYMENT NOTICE:

ADVANCE RATES apply only to order paid in full and received 12 DAYS PRIOR TO THE FIRST SCHEDULED DECORATOR MOVE-IN DAY
STANDARD RATES must be paid at move-in for all orders. **NO EXCEPTIONS**

ALL ORDERS MUST BE PAID IN FULL WITH U.S. FUNDS BY OPENING OF FIRST DAY OF SHOW

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All terms, conditions, and rates on this form are subject to change at any time without notice.
CONDITIONS FOR PROCESSING SERVICE ORDER FORMS:

1. Payment IN FULL, IN U.S. FUNDS must accompany service order form.
2. All order form information must be completed in full for order to be processed. Incomplete order forms could result in processing delay resulting in slow service installation.
3. No service will be installed until full payment is received.
4. Cancellations:
Refunds will be computed as follows:
 1. After installation - NO REFUND. Cancellation of exhibitor equipment and/or non-use does not justify refund.
 2. Refunds will be given on preorders up to 3 days prior to move-in of show.
5. Any returned check will have a \$25.00 Returned Check Fee.

ALL REFUNDS WILL BE FORWARDED, BY MAIL OR CREDITED

**ANY DISCREPANCIES OR DEVIATIONS FROM ORIGINAL ORDER MUST BE BROUGHT TO THE
ATTENTION OF THE GREATER COLUMBUS CONVENTION CENTER SERVICE DESK,
PRIOR TO THE OPENING OF THE FIRST DAY OF THE SHOW!**

PLUMBING SERVICE TERMS AND CONDITIONS

1. Rates quoted cover only the bringing of service to the booth.
2. All work performed within the booth in attaching lines to equipment will be charged on a time and material basis in addition to the connection charges.
3. A separate connection charge will be made for each piece of equipment using connected service, whether connected direct or otherwise.
4. No charge for gas or water used.
5. Plumbers are available at \$50.00 per hour straight time and \$100.00 per hour double time. Work done after 5:00 p.m. and anytime on Saturdays, Sundays or holidays is at the double time rate. Labor hired at one hour minimum.
6. Any changes in location after initial installation will reflect a one hour minimum labor charge of \$50.00.
7. Layout must be attached to original order. Labor charges will apply for all layouts attached, layout changes after installation or no layout attachment.

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<p>RETURN TO & MAKE CHECK PAYABLE TO GREATER COLUMBUS CONVENTION CENTER CLIENT UTILITIES DEPT. 400 NORTH HIGH STREET COLUMBUS, OHIO 43215 614-827-2548 FAX 614-827-2658</p>
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