



**Electrical Services
Service Order Form
NO FAX ORDERS**

Oregon
Convention
Center

Effective dates: 07/01/2017 - 06/30/2018
Prices subject to change without notice
See other side for Terms of Service

Date Received _____
Service Order # _____
Ph: 503.235.7578
Mail: Oregon Convention Center
777 NE MLK Jr. Blvd.
Portland, OR 97232
Attn: OCC Operations Dept.
Email: servicedesk@oregoncc.org

Order Instructions

120 Volt Power Delivery

The cost of 120V outlets includes delivery to one location at the back of the booth.

There is a minimum labor charge of one (1) hour for installation and ½ hour for removal if you require the outlets to be distributed to a specific location.

Please submit a detailed floor plan of your booth space with dimensions indicating outlet type and location. Any adds, changes or deletions after initial installation may require additional labor charges.

208V/480V Power Delivery and Connections

Please contact the Operations Department for pricing for 208V/480V services not listed on the order form.

There is a minimum one (1) hour labor charge for installation and one half (1/2) hour for removal of 208V/480V service connections.

OCC electricians must make all high voltage connections and disconnects.

Island Booths

Include a detailed floor plan layout of your booth space with dimensions indicating outlet type and location. If a main power drop/delivery location is not indicated on the floor plan, OCC Electricians will deliver to the most convenient location.

24-Hour Services

Electricity will be turned on one (1) hour prior to show opening and off one (1) hour after show closing on show days. If you require power at any other time, please order 24-hour power at two (2) times the outlet rate.

Terms of Service

I agree in placing this order that I have accepted OCC's terms of service outlined on back of the order form. Credits will not be made for services delivered and not used.

120 Volt	Quantity	Standard	Floor	Total
5 Amps (500 Watts)		\$130.00	\$156.00	\$
10 Amps (1000 Watts)		\$155.00	\$186.00	\$
15 Amps (1500 Watts)		\$180.00	\$216.00	\$
20 Amps (2000 Watts)		\$205.00	\$246.00	\$
SUBTOTAL:				\$
208 Volt Single Phase	Quantity	Standard	Floor	Total
5 Amps		\$207.00	\$248.00	\$
10 Amps		\$236.00	\$283.00	\$
15 Amps		\$266.00	\$319.00	\$
20 Amps		\$323.00	\$388.00	\$
30 Amps		\$387.00	\$464.00	\$
SUBTOTAL:				\$
208 Volt Three Phase	Quantity	Standard	Floor	Total
5 Amps		\$250.00	\$300.00	\$
10 Amps		\$277.00	\$332.00	\$
15 Amps		\$310.00	\$372.00	\$
20 Amps		\$373.00	\$448.00	\$
30 Amps		\$463.00	\$556.00	\$
SUBTOTAL:				\$
Rental Equipment	Quantity	Standard	Floor	Total
6-Outlet Power Strip		\$26.00	\$30.00	\$
25' Extension Cord		\$29.00	\$33.00	\$
SUBTOTAL:				\$
Electrical Labor	Quantity	Standard	Total	
Mon - Sun, 7am-5pm		\$ 90.00	\$	
208V/480V Labor		\$135.00	\$	
Evenings after 5pm		\$135.00	\$	
Holidays		\$180.00	\$	
SUBTOTAL:				\$
GRAND TOTAL:				\$

Name of Event _____ Event Date(s) _____

Exhibitor Name _____ Booth _____

Email _____ Phone _____

Address _____ City _____ State _____ Zip _____

Form of Payment: Enclosed is my check or money order in the amount of: \$ _____ (payable to Oregon Convention Center)

Visa MasterCard American Express Discover Account No. _____ Exp. Date _____

Name: _____ Authorized Signature: _____

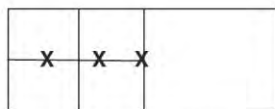
Payment in full must be rendered before service is provided.

Electrical Terms of Service

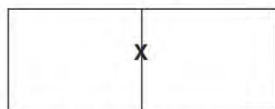
1. All equipment, regardless of source of power, must comply with the National Electrical Code, all federal, state, and local safety codes.
2. Use of open clip sockets, latex, or lamp cord wire, unapproved duplex or triplex attachment plugs in exhibits is prohibited.
3. Claims will not be considered unless filed by exhibitor prior to close of show.
4. Permanent building electrical outlets are not a part of booth space and are not to be used by exhibitors unless specified otherwise.
5. Under NO circumstances shall anyone other than Oregon Convention Center electrician make electrical connections.
6. Special equipment requiring exhibitor-provided engineers or technicians for assembly, service, preparatory work and operation may be executed without an Oregon Convention Center electrician, however, all service connections and overload protection to such equipment must be made by an Oregon Convention Center electrician only.
7. All equipment must be properly tagged or marked with complete information as to the type and/or amount of current, voltage, phase, frequency, horsepower, etc. required.
8. All material and equipment furnished by the Oregon Convention Center for this service order shall remain the property of the Oregon Convention Center and shall be removed ONLY by the Convention Center at the close of the show.
9. Unless otherwise directed, Oregon Convention Center electricians are authorized to cut floor coverings to permit installation of service.
10. All exhibitors' 120 Volt cords must be a minimum 14 gauge, 3-wire, grounded type. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.
11. Electrical power for lights and displays will be turned on one hour prior to show opening time and off one hour after show closing on show days. Exceptions must be arranged.
12. The Oregon Convention Center reserves the right to refuse connection to any exhibitor whose equipment is deemed unsafe by the Convention Center.
13. Rates quoted for all connections cover one service to the booth in the most convenient manner but do not include connecting equipment or wiring.
14. Credit will not be given for services installed and not used unless notified 72 hours prior to the first event day.
15. Payment in full must be rendered prior to service connection.
16. Prices are based upon current wage rates and are subject to change without notice.
17. Advance orders shall receive priority service.
18. Obstructions blocking utility floor boxes are subject to relocation as necessary.
19. Internet ordering is available up to three (3) days prior to the event move-in date. Advance rates are in effect fourteen (14) days prior to the first move-in day. Payment must accompany order for advance rate to apply.

ELECTRICAL OUTLET PLACEMENT

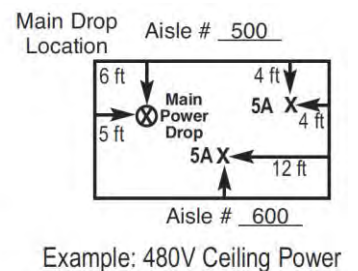
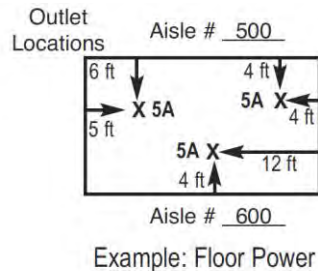
Outlets are located as depicted below for inline and peninsula booths. All other locations require labor on a time and material basis. Exhibitors with hard wall booths must make arrangements with OCC to bring power inside the booth on a time and material basis.



(In-Line Bths) (Penninsula)



(Back to Back Penninsulas)



For other commonly-asked questions, visit our website: www.oregoncc.org, or call 503.235.7578