



# Utility Services Connection Order Form

403 North 3rd Street Richmond, Virginia 23219 804.783.7300

Event: \_\_\_\_\_ Date: \_\_\_\_\_  
 Company: \_\_\_\_\_ Booth #: \_\_\_\_\_  
 Address: \_\_\_\_\_ Contact: \_\_\_\_\_  
 City/St/Zip: \_\_\_\_\_ E-mail: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**FULL PAYMENT FOR SERVICES ORDERED MUST ACCOMPANY FORM.**

## A. ELECTRICAL CONNECTION(S)

The price includes providing power to one connection at the booth with a standard NEMA U.L. outlet provided for service up to 50 amps. Service above 50 amps requires custom installation to be billed at the hourly rate, with a one (1) hour minimum required.

Qty	Description	Advance	Floor	Total	24 hr. Power
<b>STANDARD CONNECTION</b>					
_____	20 amp 110v	\$ 60.00	\$ 80.00	_____	<input type="checkbox"/>
<b>SINGLE PHASE 208V</b>					
_____	30 amp 208v 1 phase	\$ 160.00	\$ 205.00	_____	<input type="checkbox"/>
_____	60 amp 208v 1 phase	\$ 330.00	\$ 425.00	_____	<input type="checkbox"/>
_____	100 amp 208v 1 phase	\$ 535.00	\$ 695.00	_____	<input type="checkbox"/>
_____	200 amp 208v 1 phase	\$ 695.00	\$ 905.00	_____	<input type="checkbox"/>
_____	400 amp 208v 1 phase #	\$ 800.00	\$ 1,040.00	_____	<input type="checkbox"/>
<b>THREE PHASE 208V</b>					
_____	30 amp 208v 3 phase	\$ 255.00	\$ 325.00	_____	<input type="checkbox"/>
_____	60 amp 208v 3 phase	\$ 445.00	\$ 575.00	_____	<input type="checkbox"/>
_____	100 amp 208v 3 phase	\$ 640.00	\$ 830.00	_____	<input type="checkbox"/>
_____	200 amp 208v 3 phase	\$ 800.00	\$ 1,040.00	_____	<input type="checkbox"/>
_____	400 amp 208v 3 phase #	\$ 910.00	\$ 1,185.00	_____	<input type="checkbox"/>
<b>THREE PHASE 480V #</b>					
_____	30 amp 480v 3 phase	\$ 275.00	\$ 350.00	_____	<input type="checkbox"/>
_____	60 amp 480v 3 phase	\$ 450.00	\$ 585.00	_____	<input type="checkbox"/>
_____	100 amp 480v 3 phase	\$ 695.00	\$ 905.00	_____	<input type="checkbox"/>
_____	200 amp 480v 3 phase	\$ 1,070.00	\$ 1,390.00	_____	<input type="checkbox"/>
<b>RENTAL ITEMS **</b>					
_____	power strip	\$ 15.00	\$ 25.00	_____	
_____	extension cords	\$ 10.00	\$ 20.00	_____	
<b>LABOR FOR CUSTOM ELECTRICAL</b>					
_____	On-Site Electrician	\$42.00 per hour		_____	
_____	Overtime/Holiday/Weekend	\$63.00 per hour		_____	
<b>24-Hour Power: Add 50% to that service</b>					
					<b>Subtotal Electrical:</b> _____

\*\* Rental Items remain property of GRCC.  
 On-site orders are subject to equipment availability and additional labor charges.

## B. MECHANICAL CONNECTION(S)

Compressed Air: Exhibitor must supply own drier or regulator for critical

Qty	Description	Advance	Floor	Total
_____	Compressed Air 90 - 100 psi CFM Required	\$ 150.00	\$ 175.00	_____
_____	Water/Drain (fill)	\$ 125.00	\$ 150.00	_____
_____	Water/Drain (fill) over 1000 gal.	<b>Call for Details and Price</b>		
_____	Labor - Maintenance (per hour)	\$ 33.00	\$ 49.50	_____
_____	Labor - Electric (per hour)	\$ 42.00	\$ 63.00	_____
<b>Subtotal Mechanical:</b> _____				

\* Exhibit booths requiring air, water/drain need to be located next to a column.

Advance service orders and payment in full must be received a minimum of 14 days prior to the first scheduled move-in date before the show. Otherwise, Floor rates will apply.

## C. SPECIAL INSTALLATION REQUEST

Install Date/Time: \_\_\_\_\_ AM/PM  
 Remove Date/Time: \_\_\_\_\_ AM/PM

## D. SERVICES GRAND TOTAL (from sections A & B)

\$ \_\_\_\_\_

**Please have your payment fourteen (14) days prior to move-in of the event to receive advance price rates.**

## E. PAYMENT INFORMATION

Method of Payment (circle): CHECK VISA MC AMEX

Checks Payable -Greater Richmond Convention Center

The CSV Code is required to process credit card transactions but for security reasons should not be submitted on this form. Please email this 3 digit code on the back of your card to [utilityservices@greaterrichmondcc.com](mailto:utilityservices@greaterrichmondcc.com)

Credit Card Number \_\_\_\_\_

Expiration Date \_\_\_\_\_

Print Name on Card \_\_\_\_\_

Authorized Signature for Payment \_\_\_\_\_

I hereby authorize the Greater Richmond Convention Center to charge the above credit card for the services ordered on this form. Additionally, I acknowledge receipt of and will abide by the Utility Services Connection Order Form Conditions and Regulations.

Check here to receive copy of credit card receipt.

## Sending Payments and Order Form

**By Mail** Greater Richmond Convention Center  
 Attn: Utility Service Desk  
 403 N 3rd Street  
 Richmond, VA 23219

**By Fax** Send order form with credit card information to (804) 225-0508. The CSV Code is required to process payment.

## For In-House Use Only

Total \$ Received: \_\_\_\_\_ Date \_\_\_\_\_

Method of Payment: \_\_\_\_\_

CC Authorization #: \_\_\_\_\_ Initials \_\_\_\_\_