



# 2013 Electrical Service Order

**FAX** with complete credit card information or purchase order to **317-262-3419**  
**OR** Mail completed form with check, credit card information, or purchase order to:  
 Indiana Convention Center & Lucas Oil Stadium – Utility Department  
 100 S. Capitol Ave. Indianapolis, IN 46225  
**OR** order online at <http://www.icclos.com>

**Utility Department**  
**317-262-3467**  
**utilities@icclos.com**

**PAYMENT MUST ACCOMPANY ORDER**

**Please TYPE or PRINT legibly**

ELECTRICAL SERVICE – Includes set-up and disconnect at rear of booth. See Rule #4 on back for placement policies. **Note: All booth power is connected from the floor.**

120 volts	Qty	Advance	Standard	TOTAL
5 amp (550 watts)		\$ 88.00	\$ 123.00	\$
10 amp (1100 watts)		\$ 113.00	\$ 159.00	\$
15 amp (1650 watts)		\$ 146.00	\$204.00	\$
20 amp (2200 watts)		\$151.00	\$212.00	\$
If 24 hr service, is required - Add 50% to original connection chg	5A	\$ 44.00	\$ 62.00	\$
	10A	\$ 56.50	\$ 79.00	\$
	15A	\$ 73.00	\$ 102.00	\$
	20A	\$ 75.50	\$ 106.00	\$

Event Name \_\_\_\_\_

Event Date \_\_\_\_\_ Booth/Room# \_\_\_\_\_

Exhibitor Firm Name \_\_\_\_\_

Exhibitor Contact Name \_\_\_\_\_

Street Address \_\_\_\_\_

City/Province \_\_\_\_\_

State, ZIP, Country \_\_\_\_\_

Phone No. \_\_\_\_\_ Fax No. \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

ADVANCE RATES apply only to orders paid in full and payment received 14 days prior to the first event day. Orders received after that time will be at STANDARD RATE – NO EXCEPTIONS. Faxed orders indicating forthcoming payment do NOT reserve the advance rate. Full payment MUST be received before service can be connected. See reverse side for additional information. We accept **AMX, MC, VISA and DISCOVER** only.

Check # \_\_\_\_\_  
 Payable to **Capital Improvement Board**. Mail to address at the top of the form. No checks accepted onsite.

A purchase order may be used in lieu of payment. The formal purchase order must accompany the order.  
 PO# \_\_\_\_\_

**I authorize the Capital Improvement Board to bill my credit card for the charges listed and any additional charges incurred.**

Credit Card # \_\_\_\_\_

Expiration Date \_\_\_\_ / \_\_\_\_ Security code (\_\_\_\_ \_\_)  
 (Must be valid one month after event)

\_\_\_\_\_  
 AUTHORIZED BY (PRINTED NAME)

\_\_\_\_\_  
 AUTHORIZED BY (SIGNATURE)

**IN ORDER TO PROCESS FORM, NAME MUST BE LEGIBLE**  
 Prices effective 1/1/13 – subject to change without notice.

**Labor Charge for Requested Placement**  
**Location** of ANY electrical (per hour) \$ **91.00** \$

\*\*NOTE: For requested placement – attach diagram with location measurements and direction orientation.

SPECIAL ELECTRICAL SERVICE includes set-up and disconnect. Notify Utility Desk personnel when equipment is in place for connection. (Rule #4)

208 VOLTS / SINGLE PHASE				
Per Single Connection	Qty	Advance	Standard	TOTAL
20 amp		\$274.00	\$494.00	\$
30 amp		\$333.00	\$619.00	\$
40 amp		\$380.00	\$735.00	\$
50 amp		\$436.00	\$784.00	\$
60 amp		\$467.00	\$857.00	\$
100 amp		\$762.00	\$1260.00	\$

208 VOLTS / 3 PHASE				
Qty	Advance	Standard	TOTAL	
20 amp	\$340.00	\$650.00	\$	
30 amp	\$391.00	\$715.00	\$	
40 amp	\$443.00	\$783.00	\$	
50 amp	\$468.00	\$843.00	\$	
60 amp	\$498.00	\$911.00	\$	
100 amp	\$887.00	\$1635.00	\$	

Standard USA voltages are available (call 317-262-3467 for pricing) 208(220)v/120v 3ph or single phase / 480v/277v 3ph or single phase				
	\$	\$	\$	
	\$	\$	\$	

All other voltages are special order and require 30 day notice prior to show setup

RENTAL ITEMS				
Includes 7% IN Sales Tax	Qty	Advance	Standard	TOTAL
Quad Box (4 outlets)		\$ 23.73	\$ 33.22	\$
Extension Cord		\$ 23.73	\$ 33.22	\$
3/250 Watt Floodlight Stanchion (electric included)		\$ 134.38	\$188.14	\$
<b>TOTAL ELECTRIC ORDER (U.S. FUNDS)</b>				<b>\$</b>

**NO REFUNDS AFTER INSTALLATION OF SERVICE.**  
**CANCELLATIONS MUST BE RECEIVED PRIOR TO SET-UP OF EVENT TO RECEIVE REFUND.**

## ICCLOS ELECTRICAL RULES AND REGULATIONS

1. **NO SERVICE WILL BE INSTALLED UNTIL FULL PAYMENT HAS BEEN RECEIVED.**
2. **CONDITIONS FOR PROCESSING SERVICE ORDER FORMS:** Payment in full must accompany the service order form. Date payment is received by the ICCLOS will determine applicable rate. All order form information must be completed in full for order to be processed. Incomplete order forms could result in delayed processing and a possible delay of service installation. Advance orders (received 14 days prior to first scheduled event day) will receive priority installation of service.
3. **UNDER NO CIRCUMSTANCES** will there be sharing of utilities between Exhibitors.
4. **REQUESTED PLACEMENT:** Rates quoted for all connections cover only the bringing of service to the booth in the most convenient manner as determined by the ICCLOS and **DO NOT** include connecting equipment to provide services nor placement of service in a specific manner or area. These services are considered Special Placement and incur additional charges. **Note: All booth power is connected from the floor.** Payment IN FULL must be received for such services prior to installation.
5. **ALL ELECTRICAL CONNECTIONS,** installations, assemblies, motors or any electrical operating gear must conform to all federal, state and local electrical, fire and safety codes.
6. **ICCLOS RESERVES THE RIGHT** to inspect and reject any and all electrical connections, equipment and facilities which any customer uses while in the Center/Stadium. **“House electricians” may at any time check voltage and amperage at any booth.** Any discrepancy found on electrical systems must be corrected immediately or power shall be discontinued.
7. **ALL EQUIPMENT** must be properly tagged and wired with complete information as to type and/or amount of current, voltage, phase, frequency, horsepower, etc.
8. **EXHIBITORS’** 120 Volt 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.
9. **UNDER NO CIRCUMSTANCES** shall anyone other than a “house electrician” make electrical connections to any building equipment.
10. **EXHIBITORS SHALL BE PROHIBITED** from using equipment not properly protected by some type of overload circuit breaking device. Such device may be a part of the equipment or ICCLOS can install as part of the initial installation. When approved by a “house electrician,” normal circuit protection will be adequate.
11. **USE OF NON-GROUNDED** open clip sockets, latex or lamp cord wire in displays, duplex or multiple outlet plugs are prohibited.
12. **EXHIBITORS SHALL BE PROHIBITED** from overloading electrical circuits regardless of voltage and amperage. Overloading of circuitry due to equipment failure will be excusable only on the first interruption of power. Equipment must not be restarted until a “house electrician” has checked equipment for source of problem and corrected malfunction.
13. **SPECIAL EQUIPMENT** requiring company engineers or technicians for assembly, servicing, preparatory work and operation may be executed without “house electrician,” however, all service connections and overload protection to such equipment must be made by a “house electrician” only.
14. **SOME SPECIAL REQUIREMENT REQUESTS** may require 30 days prior notice to event move-in. Please call 317-262-3467 if questionable equipment or materials required.
15. **ALL MATERIAL** and equipment furnished by the Center/Stadium for this service order shall remain the Center/Stadium’s property and shall be removed ONLY by the Center/Stadium at the close of the show.
16. **BOOTH POWER** will be turned on one hour prior to event opening and turned off 30 minutes after close. 24 hour service will be provided only to those locations that have ordered and paid for 24 hour service.
17. **ALL WALL, COLUMN, AND FLOOR MOUNTED RECEPTACLES** in meeting rooms, corridors, or exhibit halls including all points in utility floor plates are not part of the booth space. The outlets are **not** to be used by Exhibitor unless service has been ordered and paid for in advance of setup.
18. **OBSTRUCTIONS:** The exhibit hall utility floor plates must remain accessible at **all times!** All Exhibitor equipment, displays, or other types of Exhibitor material are subject to removal or relocation in the event ICCLOS Electrical Staff deems necessary to gain access to any part of these utility floor plates for **any** reason during setup or show hours.
19. **EXHIBITOR OWNED CARPET** may need to be cut in the event ICCLOS Electrical Staff deems necessary to gain access to any part of the utility floor plates for any reason during setup or show hours..
20. **POWER REQUIREMENTS** crossing aisles will not be installed unless approved by show management.
21. **MISCELLANEOUS MATERIALS,** if required, will be billed at time of service at cost plus 15% plus 7% Indiana Sales tax.
22. **INDIANA SALES TAX EXEMPTION** number must be noted on order and Indiana General Sales Tax Exemption Certificate on file in order to receive non-tax status.
23. **CLAIMS** for no service, lost service or damage will not be considered unless filed by Exhibitor **prior** to close of event.
24. **CANCELLATIONS:** Cancellations must be received prior to set-up of event to receive refund.
25. **REFUNDS:** After installation — NO REFUND.
26. **REFUNDS** or credits in excess of \$15.00 dollars will be made automatically by our accounting department by mail. Claims for refunds less than \$15.00 must be made in writing.
27. **NON-SUFFICIENT FUND CHECKS (NSF):** There will be a service charge of \$30.00 for all NSF checks. NO checks will be accepted from an Exhibitor that has previously submitted a NSF to us.
28. **FINAL CHARGES (INVOICES) AND REFUNDS OF OVER PAYMENTS** will not be available until 30 days after the close of the event. Credit card receipts or confirmations of orders can be faxed after processing, upon request.



Booth/Room #: \_\_\_\_\_ Event Name: \_\_\_\_\_

Date: \_\_\_\_\_

**IMPORTANT!!** Standard placement is the bringing of the service to your booth in the most convenient manner. Should you request special or specific placement of your services additional labor will be billed.

Adjacent Booth or Aisle # \_\_\_\_\_


Adjacent Booth or Aisle# \_\_\_\_\_

Adjacent Booth or Aisle# \_\_\_\_\_

Adjacent Booth or Aisle # \_\_\_\_\_

**X** = Unless specified, the default location of your requested service will be the back of the booth or the most convenient location.

**Orientation** = The Booth or Aisle #'s surrounding your booth. A minimum of one surrounding Booth or Aisle # is required (two or more would be more helpful) for staff to accurately install your services.

**Size** = Booth dimensions (example 10x10) \_\_\_\_\_. **Scale** = 1 Box is equal to \_\_\_\_\_ ft