



DEADLINE FOR DISCOUNT RATE

Order must be received by:

April 10, 2020

Vendor Equipment/ Utility order Form

Return To: Mesa Convention Center

PO Box 1466 Mesa, AZ85211-1466

OR

Email to Kristin.Bergstrom@mesaaz.gov

Phone: (480) 644-5843 or Fax: (480) 644-5880

Quantity	Item	Discounted Rate	Floor Rate	Total Amount
_____	20amp @ 120v outlet	\$60	\$80	\$ _____
_____	208, 1phase, 3phase (120v over 20 amps)	\$155	\$175	\$ _____
_____	Surge protector		\$20	\$ _____
_____	Wired Internet – Secured		\$250	\$ _____
_____	Wireless Internet – Unsecured		\$150	\$ _____
_____	Telephone line		\$105	\$ _____
_____	Table Rental (Additional/specify size)	\$12 bare _____	\$20 skirted _____	\$ _____
_____	Forklift - per hour		\$80	\$ _____
_____	Pipe and Drape - per 10ft section		\$15	\$ _____
_____	Risers - per 6' x 8' piece		\$35	\$ _____
_____	Parking Pass - per day		\$10	\$ _____
_____	Linen - per piece		\$7	\$ _____
_____	Labor - per hour/one hour minimum		\$35	\$ _____
Sub Total				\$ _____
+ 8.3% Sales Tax				\$ _____
Grand Total				\$ _____

Event name and date(s).

Phoenix Reptile Expo April 18-19, 2020

COMPANY'S NAME _____ Email _____ BOOTH # _____

MAILING ADDRESS _____ CITY _____

PHONE # _____ STATE _____ ZIP CODE _____

AUTHORIZED BY _____ SIGNED _____

ORDER CONTRACT MUST BE SIGNED TO RECEIVE SERVICE

PAYMENT CONSTITUTES ACKNOWLEDGEMENT OF ALL ABOVE

STAFF USE ONLY

Booth _____

CKT # _____

Other _____

On _____

FLOOR/ADVANCE/PAID

Select Preferred Payment:

*Contact me for payment prior to event date _____

- Equipment/utility will be in booth upon arrival

*Pay onsite on event day _____

- Equipment/utility will not be delivered until payment is received



STANDARD ELECTRIC SERVICES AVAILABLE

120 Volt, A.C., single phase, 60 cycle

208 Volt, A.C., single phase, 60 cycle **Available in selected areas.**

208 Volt, A.C., three phase, 60 cycle **Contact your Show Manager.**

CONDITIONS AND REGULATIONS

1. Building utility outlets are not a part of booth space and are not to be used by the exhibitors unless specified otherwise.
2. All equipment regardless of source of power must comply with all federal, state, and city safety codes.
3. Claims will not be considered unless filed in writing by exhibitor prior to close of exposition.
4. Under no circumstances shall anyone other than "house electrician" make special or direct wiring electrical connections.
5. All equipment must be properly tagged and wired with complete information as to type of current, voltage, phase, cycle, horsepower, etc.
6. All material and equipment furnished by Mesa Convention Center for this service order shall remain the property of Mesa Convention Center and shall be removed ONLY by Mesa Convention Center at close of show.
7. **All exhibitors' cords must be of the 3-wire grounded type.** Use of open clip sockets, latex or lamp cord wire is prohibited. All exposed noncurrent carrying metal parts of fixed equipment, which are liable to be energized shall be grounded. All motors over 3HP must have magnetic starters and disconnecting switch furnished by the exhibitor.
8. Rates quoted for all connections cover only bringing of electrical or plumbing services to the booth in the most convenient manner and do not include connecting equipment or special wiring. Any special or direct wiring will be done on a time plus material basis.
9. Booth utilities are to be ordered by each exhibitor separately and are not to be shared with other exhibitors.
10. Electrical power for lights and displays will be turned on one hour prior to show opening time and off at show closing time of day. Exceptions must be arranged with Mesa Convention Center.
11. **For 24-hour service, double the normal rate.**
12. Compressed air, water supply and drainage, outside electrical services in meeting rooms will be done on a time and materials basis.
13. Mesa Convention Center is not responsible for voltage fluctuations or power failure because of temporary conditions.
14. Credit will not be given for outlets installed and not used.
15. All outlets are a single plug in.
16. Mesa Convention Center will not be responsible for any cutting or altering of any floor coverings in order to bring power to booth.

Payment:

PAYMENT IN FULL is required on all orders before equipment or utility is received. Arizona State and City of Mesa sales tax will apply to all equipment and utility orders. **All orders must be received prior to designated discount date (top of form) to utilize the discounted rate, otherwise floor rates will apply. Payment for discounted rate can be made the day of show as long as paperwork was submitted prior to deadline date. Visa, MasterCard, American Express, Discover are all acceptable forms of payment.** Cash and checks are not accepted. All orders must be paid in full prior to show opening. If by any reason of any default on the part of the lessee, hereunder, it becomes necessary to engage in an attorney, the lessee agrees to pay all costs, expenses, and the attorneys' fees expended or incurred by the lessor in connection therewith. Unpaid balances are subject to 1 ½% per month thereafter. Lessor will not be responsible for strikes, accidents, fires, an act of God or delays beyond control.