



Knoxville Convention Center Electrical Order Form

Phone: 865-522-5669/ Fax: 865-251-6041
Address: Attn. Finance Department- P.O. Box 2543, Knoxville, TN 37901
To Order; complete this form and submit via fax, phone or mail.

Name of Event: _____	Event Date: _____	Booth#/Room(s): _____
Company Name: _____		Ordered By: _____
Address: _____	City: _____	State: _____ Zip: _____
E-Mail: _____	Phone: _____	Fax: _____

DO NOT EMAIL YOUR CREDIT CARD INFORMATION TO THE KNOXVILLE CONVENTION CENTER

Payment must be received 14 days prior to 1st move in date to receive Advanced Pricing. Prices are for entire event.

120V Standard Electrical Outlets <small>(Does not include a power strip)</small>	QTY	Advanced Rate: <small>(14 days prior to move-in)</small>	Floor Order	Amount
1501-2000 Watts, 20 AMPS, single outlet		\$75	\$125	\$
Sub- Total Connections:				\$
For 24- Hour Power, Add 50% to Connections:				\$
120V Standard Total:				\$

Miscellaneous Electrical Supplies & Tape	QTY	Advanced Rate: <small>(14 days prior to move-in)</small>	Floor Order	Amount
25' Extension Cords		\$15	\$20	\$
50' Extension Cords		\$15	\$20	\$
6- Outlet Power Strips		\$15	\$20	\$
Blue Painters Tape - (1) roll		\$10	\$20	\$
Yellow Gaffers Tape - (1) roll		\$30	\$40	\$
Black Gaffers Tape - (1) roll		\$30	\$40	\$
MISCELLANEOUS TOTAL:				\$

208V Single Phase Connections: <small>Labor minimum: (2 hrs./drop (1 hour in + 1 hour out))</small>	QTY	Advanced Rate: <small>(14 days prior to move-in)</small>	Floor Order	Amount
30 amps:208V, single phase		\$175	\$275	\$
Sub-Total Connections:				\$
For 24- hour power; Add 50% to connection:				\$
Total Labor: <small>(2 hours x Connection total)</small>		<i>See Labor Rate Schedule Below</i>	\$	\$
208V Single Phase Total:				\$

208V Three Phase Connections: <small>Labor minimum: (2 hrs./drop (1 hr. in + 1 hr. out))</small>	QTY	Advanced Rate: <small>(14 days prior to move-in)</small>	Floor Order	Amount
30 amps: 208V, three phase		\$250	\$350	\$
50 amps: 208V, three phase		\$450	\$550	\$
60 amps: 208V, three phase		\$550	\$650	\$
100 amps: 208V, three phase		\$550	\$650	\$
200 amps:208V, three phase		\$750	\$850	\$
400 amps: 208V, three phase		\$1000	\$1,100	\$
Sub-Total Connections:				\$

480V If you require 480 volt please call for a quote. KCC Electricians must make all high voltage connections & disconnections. <small>(Labor minimum 4 hours -2 hours in + 2 hours out)</small>				
	QTY	AMPS	Rate	Amount
<input type="checkbox"/> Three Phase <input type="checkbox"/> Neutral			\$	\$
<input type="checkbox"/> Three Phase <input type="checkbox"/> Neutral			\$	\$
For 24 Hour Power; Add 50% to connection:				\$
Total Labor Hours <small>(4 hours x Connection total)</small>		<i>See Labor Rate Schedule to the right</i>	\$	\$
480V Total:				\$

For 24- hour power; Add 50% to connection(s):				\$
Total Labor Hours <small>(2 hours x Connection total)</small>		<i>See Labor Rate Schedule Below</i>	\$	\$
208V Three Phase Total:				\$

Section Totals Labor Included	Amount
120V Standard Total:	\$
Miscellaneous Total:	\$
208V Single Phase Total:	\$
208V Three Phase Total:	\$
480V Total:	\$
TOTAL DUE:	\$

HOURLY LABOR RATE SCHEDULE: <small>Diagram of electrical placement must accompany order. Any changes in placement will incur additional labor charges at floor rate.</small>	Advanced Rate <small>(14 days prior to move-in)</small>	Floor Rate
Monday-Friday: 8:00am-5:00pm	\$45	\$60
Saturdays - Sundays and Weekday Evenings (After 5:00pm)	\$75	\$90
Holidays	\$90	\$105

***Labor is charged per hour with a 2 hour minimum- 1 hour in & 1 hour out for all 208 volt single & three phase connections**

***Labor is charged per hour with a 4 hour minimum- 2 hours- in & 2-hours out for all 408 volt connections**

Electrical Labor- 208V & 408V Schedule

Preferred time/day to connect and disconnect electrical service(s). Requested times/days will be accommodated, if possible, but are not guaranteed

- Requested Day/Time to Install: _____
- Requested Day/Time to Disconnect: _____

Labor to install 208V is 2- hours. (1hour in & 1 hour out).

Labor to install 480V is 4- hours. (2hours in & 2 hours out).

SERVICE PLACEMENT:

Please include a floor plan/layout of your booth space indicating all outlet locations with measurements and orientation. If a main power drop/delivery location is not indicated on the floor plan, Knoxville Convention Center will deliver to the most convenient location. For special placement, please fax a drawing and add one-hour labor to your total. Any changes made to location will have additional labor charges at floor rate.

- Island Booth (Middle of Booth)
- Standard Booth (Back of Booth)

24 HOUR SERVICES:

- Add 50% to service requirement charge. When 24- hour service is NOT required, exhibitor is expected to turn equipment off at the end of each day or the 24-hour service fee will be charged.

208 VOLT & 480 VOLT POWER DELIVERY AND CONNECTIONS:

- If you require a 480-volt service please call for a quote.
- KCC electricians must make all high voltage connections & disconnects. This is done on a time and material basis.
- Please complete the electrical labor for 208V and 480V to schedule your estimated connection time.
- There is no electric available in the ceiling. All electricity is ran from columns or floor boxes. Call KCC for a quote on pricing and availability.
- Exhibitors must furnish all 208V and 480V male and female plugs.
- Rates for all connections include bringing one service connection to the booth in the most convenient manner for KCC electricians and does not include connecting equipment & wiring.
- Diagram of electrical placement must accompany order. If no diagram is received, standard electrical placement will be in the back of the booth. For all 208V and 408V electrical orders, we do require a detailed booth drawing for correct placement of ordered service. Special placement adds 1- hour labor charge.
- Changes in electrical layout will incur additional labor charges at floor rate.
- There is a labor charge for all 208V connections at 2 hours – 1 hour in + 1 hour out see rates on page 1.
- There is a labor charge for all 408V connections at 4 hours – 2 hour in + 2 hour out see rates on page 1.
- All cords must be taped down. Tape needs to be a bright color anytime cords are in front of doorways, aisles, emergency exit doors, or under carpet.
- Only painters tape is allowed on ALL surfaces inside & outside the Knoxville Convention Center.
- You can provide your own tape or purchase on site.
- If you are laying carpet in your booth over electrical cords you, need to tape cords on the carpet

Payment, Authorization & Fee Acceptance: *Your signature on this form serves as acceptance of the Terms and Conditions, and authorizes the Knoxville Convention Center to charge the credit card provided for payment of services ordered on this form. The Knoxville Convention Center offers Visa, Master Card, Discover and American Express as credit card payment options via mail, fax or phone. TERMS AND CONDITIONS on page2 & 3. Should TERMS AND CONDITIONS not be attached, please contact info@kccsmg.com or 865-251-6051 for current order terms.*

DO NOT EMAIL YOUR CREDIT CARD INFORMATION TO THE KNOXVILLE CONVENTION CENTER. IF CREDIT CARD IS THE PREFERRED METHOD OF PAYMENT, PLEASE ORDER VIA FAX, MAIL OR PHONE.

- Company Check- (must be mailed in or on site) _____
- Check # _____ Amount _____
- Cash (only on site) _____

Make check payable to:
Knoxville Convention Center

- Credit Card: American Express _____ MasterCard _____ Visa _____ Discover _____

Credit Card Number: _____ Exp. Date: _____ CVC: _____

Card Name: _____ Signature: _____ Date: _____

Fax: 865-251-6041 - Phone: 865-522-5669

Mail To: Knoxville Convention Center, Attn. Finance Department, P.O. Box 2543, Knoxville, TN 37901-2543

Knoxville Convention Center

Terms and Conditions of Electrical Services

Standard Electrical Services:

120 Volt, A.C., Single Phase, 60 Cycle 208 Volt, A.C., Single Phase,

60 Cycle 208 Volt, S.C., Three Phase, 60 Cycle 480 Volt, A.C. Three Phase, 60 Cycle

PLEASE CONTACT KATE JACKSON, DIRECTOR OF EVENT SERVICES, FOR ANY ADDITIONAL NEEDS OR QUESTIONS.

CELL: 865-740-0477, kjackson@kccsmg.com

***PLEASE READ THESE TERMS AND CONDITIONS COMPLETELY. BY PROVIDING AN AUTHORIZED SIGNATURE ON THE FRONT OF THIS SERVICE ORDER FORM, YOU ARE AGREEING TO THE FOLLOWING TERMS AND CONDITIONS.**

- All exhibitor equipment, regardless of source of power, must comply with the National Electrical Code, all Federal, State, and Local Safety Codes.
- The Knoxville Convention Center (KCC) serves as its own exclusive utility service provider. Under NO circumstances shall anyone other than KCC's electrician make electrical connections
- Special equipment requiring company engineers or technicians for assembly, servicing, preparatory work, and operation may be executed without a KCC electrician. However, a KCC electrician must make all service connections and overload protection to such equipment.
- Any service requiring overhead distribution of electrical power must be requested (10) working days in advance of the first move-in day and will incur additional charges. There is no electric available in the ceiling inside Exhibit Hall A & B. All electricity is ran from columns and floor boxes. Call KCC to check availability and cost.
- The Knoxville Convention Center reserves the right to refuse connection to any exhibitor whose equipment is deemed unsafe by Knoxville Convention Center's electrical supervisors.
- Diagram of electrical placement must accompany order. If no diagram is received, standard electrical placement will be in the back of booth. Special placement adds 1-hour labor charge. Changes in placement will incur additional labor charges at floor rate.
- To receive advance pricing, complete order form and payment must be received by the Knoxville Convention Center a minimum of (14) days prior to the first scheduled move-in day. Advance orders shall receive priority installation and service.
- Use of clip sockets, latex or lamp cord wire, unapproved duplex or triplex attachment plugs in exhibits are prohibited. NO DAISY CHAINING IS ALLOWED.
- Permanent building electrical outlets are not part of booth space and cannot to be used by exhibitors unless specified otherwise.
- All exhibitor equipment must be properly tagged or marked with complete information as to type and/or amount of current, voltage, phase, frequency, horsepower, etc.
- All material and equipment furnished by the Knoxville Convention Center for the service ordered shall remain the property of the Knoxville Convention Center and shall be removed by the Knoxville Convention Center staff only at the close of the show. A replacement fee will be charged to the exhibitor for any KCC supplied equipment removed from the booth.
- Submission of this order authorizes the Knoxville Convention Center electricians to cut floor coverings as may be required to install service.
- All exhibitor owned 120-volt cords must be three wire and grounded. All exposed non-current carrying metal parts of energized fixed equipment shall be grounded. Residential type extension cords and power strips are prohibited by local building and safety codes.
- Rates for all connections include bringing one service connection to the booth in the most convenient manner for KCC electricians and does not include connecting equipment or wiring.
- Submission of this order authorizes Knoxville Convention Center electricians to place distribution panels, quad boxes, and cords as may be required for power distribution to your booth and adjacent booths. Any changes in placement will incur additional labor charges.
- Obstructions blocking utility floor pockets, distribution panels, quad boxes, or cords are subject to relocation at the exhibitors' expense as may be deemed necessary by KCC electricians and/or Fire Marshal's office.
- Any requirements over and above what is listed on this form should be attached and returned to KCC.
- Payment in full must be rendered prior to service installation.
- Credit will not be issued for service installed and not used.
- **Claims will not be considered unless filed by the exhibitor prior to close of show.**
- Prices are subject to change without notice.
- Your signature on this form authorizes the Knoxville Convention Center to charge the credit card provided for payment of services ordered. The Knoxville Convention Center offers Visa, Master Card, Discover and American Express as credit card payment options via mail, fax or phone. **DO NOT EMAIL YOUR CREDIT CARD INFORMATION TO THE KNOXVILLE CONVENTION CENTER. IF CREDIT CARD IS PREFERRED METHOD OF PAYMENT, PLEASE ORDER VIA FAX, MAIL OR PHONE.**
- The parties agree that the implied warranties of merchantability and fitness for a particular purpose and all other warranties, expresses or implied, are executed from this agreement. Knoxville Convention Center does not assume any liability for damages or any type whatsoever or loss of anticipatory profits resulting from the use of equipment or services or delivery or installation, or damage of any sort whatsoever to user's goods or equipment arising from any cause whatsoever.

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