

AVOID 20% SURCHARGE BY ORDERING ONLINE ONLY, IF ORDERED AT LEAST 15 DAYS PRIOR TO FIRST SHOW MOVE - IN DATE.

denverconvention.com/exhibit-at-an-event

STANDARD 120V ELECTRICAL ORDER FORM



Email Orders to: eorders@denverconvention.com

Order Online, Fax, or Mail at:

Colorado Convention Center
Attn: Exhibitor Services
700 14th Street
Denver, CO 80202

303.228.8027 Ph
303.228.8101 Fx
www.denverconvention.com

Event Name: _____

Booth # _____ Booth Dimensions _____

Event Dates _____

Company Name _____

Address _____

City _____ St _____ Zip _____

Phone _____

E-mail _____

Account Contact _____

ELECTRICAL SERVICES	QTY	STANDARD RATE	TOTAL
5 AMPS OR 500 WATTS		\$155.00	
10 AMPS OR 1000 WATTS		\$175.00	
20 AMPS OR 2000 WATTS		\$195.00	
TOTAL PAYMENT			
See Special 120V order form for 24-hour power and overhead drop pricing and ordering.			
ADDITIONAL ITEMS (Electrical Service must be ordered first)	QTY	STANDARD RATE	TOTAL
SIX PLUG STRIP		\$30.00	
25' EXTENSION CORD		\$30.00	
TOTAL PAYMENT			

ONSITE SURCHARGE — ALL SERVICES, WITH THE EXCEPTION OF LABOR, WILL BE ASSESSED A 30% LATE FEE IF ORDERED ON/AFTER THE FIRST SHOW MOVE-IN DAY.

CREDIT CARD NUMBER: ☐ AMEX ☐ MC ☐ VISA		EXPIRATION DATE:
PRINT CARDHOLDERS NAME:		CARDHOLDERS SIGNATURE:
		SIGNATURE ACKNOWLEDGES PAYMENT POLICIES, ALL CONDITIONS & REGULATIONS

- **Services are provided in the most convenient manner for CCC Electricians** UNLESS booth floor plan is submitted prior to first **show** move-in date. Services must be ordered and individually identified on a booth floor plan. Services are for the **duration of the show**.
- **BOOTH LAYOUT DIMENSIONS**—Please submit booth floor plans with exact placements of each service drop, for spaces larger than 10x10.
- **LABOR**: Labor is included in the initial set of the service. Special placement, testing and/or changes after the initial set will require additional labor and material charges. Labor will be charged in 1 hour increments.
- CCC Electricians will not split/branch service to achieve multiple locations. Services must be ordered for each individual location requested. Exhibitors may bring personal UL approved 3-wire cords and equipment to distribute if desired.
- **FOR 120V SERVICE LARGER THAN 20A or special needs PLEASE CALL 303.228.8027 or email eorders@denverconvention.com.**

SERVICE LOCATOR PLAN

Event Name:	Event Dates:
Company Name:	Booth Number:

Please indicate booth size on grid. All 10X10 and in-line booth services will be installed in the center back of the space, **unless multiple outlets are needed**. Larger booth exhibitors (i.e. Islands and Peninsulas,) **must submit a properly oriented booth floor plan**, including the adjacent booth numbers surrounding the booth, to ensure proper installation and also to prevent postponement.

NOTE: If a booth floor plan is not provided, services will be placed in the most convenient location.
For booth spaces with multiple service drop locations, exact placement for each individual drop must be indicated on the Service Locator Plan, including electric, telephone, cable TV, compressed air, drain and water services. Special placement, testing and/or changes after the initial set will require additional labor and material charges.

Multiple service orders without a booth floor plan, will be serviced on a first come, first serve basis.

Electrical Services:

E— Indicates each amp/watt (Will not be split or branched)
O— Indicates overhead drop (Include height information)

Telephone Services:

T— Indicates Telephone Lines
F— Indicates Data/Fax Lines

Compressed Air / Water / Drain:

Indicate each drop by writing **Air / Water / Drain**

****Please also indicate overhead or hanging utilities and all height information pertinent to each.****

Please indicate scale: 1 square = _____ Feet. Booth Size: _____



In-Line Booth



Island Booth

Note adjacent
booth # to left side
of your booth

					BACK				
					FRONT				

Note adjacent
booth # to right side
of your booth

Note adjacent booth # to front side of your booth
