

# ELECTRICAL SERVICES ORDER FORM



Effective July 1, 2026 - June 30, 2027

## ELECTRICAL RULES & REGULATIONS

1. All electrical cords are to be supplied by the Charlotte Convention Center, unless pre-approved by the Convention Center Engineering Electrician. See Rule number 09 for additional details. All cords are round and tri-plex.
2. Wall, column and permanent building utility outlets are not part of booth space and are not to be used by contractors or exhibitors unless specified otherwise. Electrical panels or other equipment in column recesses may not be blocked at any time.
3. All equipment regardless of source of power must meet federal, state and local safety codes. The Convention Center reserves the right to refuse electrical connection of equipment based on safety.
4. Claims will not be considered unless filed by exhibitors prior to close of show.
5. Prices are based on current wage rates and are subject to change without notice.
6. All equipment must be properly tagged and wired with complete information as to type of current, voltage, phase, cycle, horsepower, etc. The Convention Center will not be responsible for power failure or voltage fluctuation.
7. All material and equipment furnished by the Convention Center for electrical service orders shall remain the Convention Center's property and shall be removed only by Convention Center personnel at the close of the show.
8. Convention Center electricians are authorized to cut floor coverings, to permit installation of service and to maintain floor pit systems. No exceptions will be made in this area. Failure to comply may result in loss of service order. Floorplans are prepared by show management or contractors/decorators, not the Convention Center.
9. All high voltage electrical cords must be pre-approved by the Convention Center Engineering Electrician prior to being used. All 120-volt extension cords are to be supplied by the Charlotte Convention Center unless the Convention Center Engineering Electrician approves, all 120-volt electrical cords must be UL rated to carry 20amps and be 12-gauge 3-wire grounded cords. ZIP/Romex cords are not allowed. All exposed non-current carrying metal parts of fixed equipment, which may become energized must be grounded. No claims will be approved due to damage caused by a contractor/exhibitor supplied electrical cord(s) regardless of pre-approval by the Convention Center staff.
10. Rates quoted for all connections cover only the bringing of service to the booth in the most convenient manner and do not include connecting equipment or special wiring. All work performed within the booth will be charged on a time and material basis.
11. Advance orders must be received a minimum of 30 days prior to 1st day of show move-in date.
12. Payment must accompany order. No exceptions please. Notice of cancellation must be received prior to scheduled move-in in order to receive credit. Credit will not be given for services installed and not used.
13. Lighting levels for move-in and move-out will be at 50 percent. Exhibit halls are not air-conditioned during move-in and move-out.
14. Only authorized personnel are allowed access to floor pits at any time.
15. Floor rate prices apply to orders received after the due date (30 days prior to 1st day of show move-in date). The Convention Center does not guarantee service prior to show opening for late orders. All requirements exceeding the rate schedule must be priced and approved by the Convention Center prior to ordering.
16. Power will not be installed until payment is received. No exceptions.
17. Motor and equipment prices are for ordered power sources only. Hook ups are not included. No receptacles of any kind are provided by the Convention Center. Exhibitors may supply their own receptacles. Labor for electrical work on equipment, including repairs, tracing malfunctions, fishing cable under carpet, and hook-ups provided by Convention Center electricians will be charged at the prevailing rate (\$98.00 per hour, one hour minimum). If floor plans are received in advance (30 days prior to 1st day of show move-in date), every attempt will be made to work with the decorator to install cable under the carpet.
18. Exhibitor technicians are permitted to perform all electrical work inside booths, including hook-ups, to ordered power sources. All work must conform to national and local codes and is subject to inspection by Convention Center personnel.
19. Labor rates are based on nine-hour days, typically from 7:30 a.m. to 5 p.m. Booth labor will be charged an overtime rate after 5 p.m. at the rate of 1.5 times the normal rate.
20. Larger lights such as Leiko lights can be ordered from the Convention Center's preferred in-house audio visual production contractor. For information on services and pricing call 704.339.6180.
21. All power 100 amps and below are typically brought to booths through the floor pit system, located 30 feet on center throughout exhibit halls. Air and water lines are not directed from overhead.
22. The Convention Center's power is 120/208 or 277/480 volts, three phase, five wire wye. Other voltages are not available unless step-up or step down transformers are provided by the licensee. Rates run the duration of the show. Power, air and water are available 24 hours.
23. Will you require a Convention Center electrician?  
☐ YES ☐ NO

| QUANTITY                                                                              | DESCRIPTION               | ADVANCE RATE | STANDARD RATE | TOTAL |
|---------------------------------------------------------------------------------------|---------------------------|--------------|---------------|-------|
| _____                                                                                 | POWER STRIP (NO POWER)    | -            | \$40.00       | _____ |
| _____                                                                                 | EXTENSION CORD (NO POWER) | -            | \$40.00       | _____ |
| <b>120 VOLT LIGHTING AND UTILITY (DUPLEX) OUTLETS (COME WITH DROP CORD - TRIPLEX)</b> |                           |              |               |       |

|       |                    |          |          |       |
|-------|--------------------|----------|----------|-------|
| _____ | 10 AMP (1200 WATT) | \$125.00 | \$170.00 | _____ |
| _____ | 20 AMP (2400 WATT) | \$160.00 | \$220.00 | _____ |

### MOTOR AND EQUIPMENT SCHEDULE

|                               |          |          |          |       |
|-------------------------------|----------|----------|----------|-------|
| <b>208 VOLT SINGLE PHASE*</b> |          |          |          |       |
| _____                         | 20 AMPS  | \$245.00 | \$340.00 | _____ |
| _____                         | 30 AMPS  | \$310.00 | \$420.00 | _____ |
| _____                         | 60 AMPS  | \$550.00 | \$745.00 | _____ |
| _____                         | 100 AMPS | \$675.00 | \$915.00 | _____ |

|                              |          |            |            |       |
|------------------------------|----------|------------|------------|-------|
| <b>208 VOLT THREE PHASE*</b> |          |            |            |       |
| _____                        | 20 AMPS  | \$350.00   | \$475.00   | _____ |
| _____                        | 30 AMPS  | \$460.00   | \$625.00   | _____ |
| _____                        | 60 AMPS  | \$825.00   | \$1,115.00 | _____ |
| _____                        | 100 AMPS | \$1,125.00 | \$1,520.00 | _____ |

|                              |          |            |            |       |
|------------------------------|----------|------------|------------|-------|
| <b>480 VOLT THREE PHASE*</b> |          |            |            |       |
| _____                        | 20 AMPS  | \$613.00   | \$845.00   | _____ |
| _____                        | 30 AMPS  | \$822.00   | \$1,110.00 | _____ |
| _____                        | 60 AMPS  | \$1,742.00 | \$2,360.00 | _____ |
| _____                        | 100 AMPS | \$2,215.00 | \$3,010.00 | _____ |

|                         |                                  |            |            |       |
|-------------------------|----------------------------------|------------|------------|-------|
| <b>PRODUCTION POWER</b> |                                  |            |            |       |
| _____                   | 208 VOLT, 200 AMPS, SINGLE-PHASE | \$1,025.00 | \$1,415.00 | _____ |
| _____                   | 208 VOLT, 200 AMPS, THREE-PHASE  | \$1,650.00 | \$2,230.00 | _____ |
| _____                   | 208 VOLT, 400 AMPS, SINGLE-PHASE | \$2,175.00 | \$2,940.00 | _____ |
| _____                   | 208 VOLT, 400 AMPS, THREE-PHASE  | \$3,450.00 | \$4,660.00 | _____ |

|                                                                                                                                                                 |  |  |               |       |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|---------------|-------|
| * FOR DIRECT TIE IN ONLY. NO RECEPTACLES PROVIDED.                                                                                                              |  |  |               |       |
| *UTILITY CHARGES ARE BASED ON ESTIMATED NEEDS AT THE TIME OF ORDER. OVER/UNDER PAYMENTS OF LESS THAN \$5.00 WILL BE WRITTEN OFF AT THE CONCLUSION OF THE EVENT. |  |  |               |       |
| * FOR EUROPEAN DESIGNED EQUIPMENT, CLIENT NEEDS TO SUPPLY POWER CONVERTER FOR ALL 480 VOLT THREE PHASE POWER ORDERS.                                            |  |  |               |       |
|                                                                                                                                                                 |  |  | SUBTOTAL      | _____ |
|                                                                                                                                                                 |  |  | OTHER         | _____ |
|                                                                                                                                                                 |  |  | TOTAL CHARGES | _____ |

**PLEASE PRINT**

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

Event Date \_\_\_\_\_ Booth No. \_\_\_\_\_

Company Name \_\_\_\_\_

Contact \_\_\_\_\_

Telephone \_\_\_\_\_

Email Address \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_

Authorized by \_\_\_\_\_

Print Name \_\_\_\_\_

Date \_\_\_\_\_

Charlotte Convention Center Exhibit Floor Service Desk during event: 704.339.6700 **Orders must be received with payment 30 days prior to 1st day of show move-in to be eligible for advanced rate.**

NOTE: Before any additional work can be performed, a credit card number must be on file. Under no circumstances can power be resold by show management, production companies, show's general contractor or exhibitors.

Please use the diagram on the right to indicate the desired locations for utility service orders.

**Make checks payable to:**  
Charlotte Convention Center  
c/o Smart City Networks  
5795 W. Badura Ave., Suite  
#110 Las Vegas, NV 89118

**Order Verification:**  
888.446.6911

**Technical Questions:**  
704.339.6700

**Fax orders:**  
702-943-6001

**Online Orders:**  
orders.smartcitynetworks.com

**Email Orders to:**  
customerservice@smartcitynetworks.com

When your order is processed, you will receive an email with a link to Smart City Networks payment portal.

