



Los Angeles Convention Center

2010 ELECTRICAL SERVICE ORDER

Events Held: January 1 - December 31, 2010

EXHIBITOR SERVICES DIVISION
1201 SOUTH FIGUEROA STREET
LOS ANGELES, CA 90015
(213) 741-1151, EXT. 5470
FAX: (213) 765-4444
TDD: (213) 763-5080
Email: exhibitorservices@lacclink.com

NAME OF EVENT		EVENT DATE(S)		BOOTH NUMBER(S)	
EXHIBITING FIRM/COMPANY			ON-SITE CONTACT NAME & NUMBER (PLEASE PRINT)		
ADDRESS					
TELEPHONE AND EXTENSION		FAX		EMAIL	

ORDER ONLINE AT:
www.lacclink.com

For order(s) to be processed, a completed and signed Los Angeles Convention Center Credit Card Authorization form must be returned with the service order. Orders can be faxed or mailed. **Do not send emails containing sensitive or personal information like credit card numbers, check numbers, etc. Emails are not secure.**

PLEASE SEE BACK OF FORM FOR RATE DEFINITIONS AND INFORMATION AND CONDITIONS FOR SERVICES PROVIDED

(1) 120 VOLT POWER & LIGHTING OUTLETS

QTY	DISCOUNT	STANDARD	ON-SITE	AMOUNT
<input type="checkbox"/> Single Outlet up to 500 Watts	\$88	\$110	\$121	
<input type="checkbox"/> Single Outlet up to 1000 Watts	\$124	\$155	\$171	
<input type="checkbox"/> Single Outlet up to 1500 Watts	\$172	\$215	\$237	
<input type="checkbox"/> Single Outlet up to 2000 Watts	\$196	\$245	\$270	
Additional labor charge required to install outlets other than at rear of booth or standard placement (See Sec.B.5)			SUBTOTAL(1)	\$

(2) FLOODLIGHTS AND SPOTLIGHTS

QTY	DISCOUNT	STANDARD	ON-SITE	AMOUNT
<input type="checkbox"/> 150 Watt (or equivalent) Floodlight	\$108	\$135	\$149	
<input type="checkbox"/> 1000 Watt Par 64 Quartz Light (Installed on catwalk railing)	\$216	\$270	\$297	
<input type="checkbox"/> 1000 Watt Par 64 Quartz Light (Concourse/Kentia/Petree Halls) installed on columns or unistrut	\$256	\$320	\$352	
Additional labor will be required for non-standard installations. See LACC Lighting Policy for additional information.			SUBTOTAL(2)	\$

(3) 208/480 VOLT POWER CONNECTION (INCLUDES LABOR) See Sec. C for installation information

		208 VOLT, 1Ø			208 VOLT, 3Ø			480 VOLT, 3Ø (NO NEUTRAL)					
AMPERAGE	QTY	DISCOUNT	STANDARD	ON-SITE	QTY	DISCOUNT	STANDARD	ON-SITE	QTY	DISCOUNT	STANDARD	ON-SITE	AMOUNT
10 AMP		\$272	\$340	\$374		\$396	\$495	\$545		\$600	\$750	\$825	
20 AMP		\$408	\$510	\$561		\$520	\$650	\$715		\$720	\$900	\$990	
30 AMP		\$504	\$630	\$693		\$552	\$690	\$759		\$840	\$1,050	\$1,155	
60 AMP		\$636	\$795	\$875		\$836	\$1,045	\$1,150		\$1,596	\$1,995	\$2,195	
100 AMP		\$836	\$1,045	\$1,150		\$1,200	\$1,500	\$1,650		\$2,560	\$3,200	\$3,520	
200 AMP		\$1,400	\$1,750	\$1,925		\$2,200	\$2,750	\$3,025		\$4,780	\$5,975	\$6,573	
Submit floor plan indicating volts, amps, and phase of each piece of equipment, and include location of main drop, all equipment, and booth orientation. Contact LACC Exhibitor Services for amperage above 200. 480V service is a 3-wire system with equipment ground (no neutral).												SUBTOTAL(3)	\$

24-HOUR SERVICE (All 24-Hour service(s) must be identified on the floor plan) **SUBTOTAL(4)** \$

Indicate specifically which service(s) require 24-Hour service and **ADD ADDITIONAL 50% FOR EACH SERVICE**

<p>SERVICE LOCATION - For 10 X 10 in-line and peninsula booths, use the space below to indicate placement of service. Island booths must submit a floor plan that includes proper orientation and measurements in feet and inches.</p> <div style="text-align: center;"> <p>Front of booth</p> <p>Rear of booth</p> </div>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2" style="text-align: center;">FOR OFFICIAL USE ONLY</td> </tr> <tr> <td colspan="2">Payment type: _____</td> </tr> <tr> <td>Amount: _____</td> <td>Date: _____</td> </tr> <tr> <td colspan="2">Entered by: _____</td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> </tr> <tr> <td style="text-align: center;">Date Received</td> <td style="text-align: center;">Discount Cut-Off Date</td> </tr> </table>	FOR OFFICIAL USE ONLY		Payment type: _____		Amount: _____	Date: _____	Entered by: _____		_____	_____	Date Received	Discount Cut-Off Date
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Amount: _____	Date: _____												
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_____	_____												
Date Received	Discount Cut-Off Date												
TOTAL of 1-4 above		\$											
		SERVICE ORDER NO.											

By submitting this order, the parties requesting service acknowledges they have read and understand the Information and Conditions on the reverse side of this order form, and agree to the terms therein.

INFORMATION AND CONDITIONS

The Los Angeles Convention Center (LACC) is the exclusive provider of electrical services within its facilities. This includes all exhibit halls, meeting rooms, public areas, exterior areas, and parking lots/garages. All requirements to install, connect, repair, alter, or distribute power for electrical and lighting are to be completed by LACC electrical services personnel. Material and equipment provided by LACC shall remain the property of LACC.

In providing the services requested in this order, neither the City of Los Angeles, nor its officers, employees, agents, contractors nor subcontractors shall be liable to client, Exhibitor, and related vendors for special, incidental or consequential damages for loss, damage, or expense, directly or indirectly arising from the provision or non-provision of the services herein requested, for commercial loss of any kind (including loss of business or profits) whether or not the City of Los Angeles has been advised of the possibility of such damage or loss.

A. SERVICE ORDER REQUEST AND PAYMENT

1. This service order form MUST BE RECEIVED **with full payment or credit card payment** by the Discount Cut-Off Date established for the respective show. Discount dates are normally set twenty-one (21) days prior to first scheduled show day for the DISCOUNT to be applied. Check exhibitor manual for actual date.
2. Orders must be accurate and come with accurate floor plans denoting placement of services to be qualified for the discount. All changes in service will be charged at the standard rate. All additional services ordered on-site will be subject to the on-site rate (see No. 3 below).
3. **All service orders received on or after the first move in day are subject to a 10% on-site charge.**
4. Failure to provide all the necessary information requested on this form, and on required supplemental forms, may result in a delay of service installation.
5. Credit cannot be given for service or equipment installed and not used.
6. Refund will not be considered unless filed in writing by the Exhibitor **PRIOR** to the close of the exposition. Please allow thirty (30) days for processing.
7. LACC conducts an installation audit of power supplied to all exhibits. Exhibitors using power not ordered will be required to pay the on-site rate to continue service. Power may be disconnected pending receipt of full payment. If disconnection occurs, a reconnection fee of \$40.00 will be required.
8. A \$35.00 service fee will be charged for returned checks.
9. Checks are not accepted for on site orders or at the Exhibitor Services Desk.

B. SERVICE REQUIREMENTS AND RESTRICTIONS

1. Only LACC electricians are allowed to make electrical installations and connections.
2. Unless otherwise instructed by the Exhibitor, LACC personnel will cut floor coverings and walls to install service.
3. LACC is not responsible for voltage fluctuations or power failures. Exhibitors are encouraged to supply their own surge protection equipment.
4. All electrical equipment, components, fixtures, cabling, etc., must be listed by Underwriters Laboratory (UL), or approved by the City of Los Angeles' Testing Laboratory (Test Lab), and shall be labeled accordingly. All electrical work must be done in accordance with all local, state, and national electrical codes.
5. Electrical labor must be ordered when the service requested exceeds standard installation criteria or for requests to alter or repair exhibit equipment, or relocate service. Examples include: installing more than 3 outlets to locations other than "standard rear of booth" placement; installing electric cords and cables throughout the booth; relocating service(s) installed; installing power from overhead catwalks; installing service that exceeds standard cable lengths/runs; and installing exhibitor lighting. See LACC Labor Request Form for more details.
6. Neon signs, lights, or other equipment containing high voltage potential and/or other approved sources of heat, must be contained within an approved enclosure and adequately protected from possible damage, and mounted in an area of the exhibit where personnel and attendees cannot come in contact with the sign/equipment. All cabling, ballasts, and other components must be approved for high voltage application. NO fabric or combustible material can be near the heat source.
7. All equipment must be properly grounded. Extension cords must be 14 gauge/3-wire grounding type or larger. All splices and connections must be made in an approved enclosure. No open splices are allowed.
8. All 120-volt electrical equipment and devices within 6 feet of a water/liquid source must be protected by a Ground Fault Circuit Interrupter (GFI).

C. 120/208/480V HOOK-UP INSTALLATION PROCEDURE

1. All equipment must display complete information including: amperage, voltage, phase, cycle, KVA, etc. If **no information** is available, electrical charges shall be computed at 70% of the main breaker or main fuse size of equipment. Circuit ampacity/KVA must be sized to allow for start-up current and long continuous loads.
2. Notify LACC Exhibitor Services Desk when **equipment is in exhibit position.**
3. LACC electrician will audit power requirements and adjust requirements if necessary. Exhibitor shall return to Exhibitor Services Desk for payment of service due to changes or adjustment to original service request.
4. An installer will be dispatched based on receipt of order and proceed with hook-up.
5. **In the event the installer's time is not compatible with Exhibitor's schedule:**
 - (a) Exhibitors may leave after audit and adjustments have been made. Installation will be completed as audited; however, equipment will not be energized unless exhibitor is present.
 - (b) **Electrical equipment power rotation will be done only when Exhibitor is present.**

THE LOS ANGELES CONVENTION CENTER IS A NON-SMOKING FACILITY