



## **Electrical Service Instructions**

Complete the order form and retain a copy for your records.

Mail, fax, or email a copy of the order form, credit card authorization form - (this will change after June 1, 2018), booth layout, and NEMA configuration chart marked with your required plug and receptacle to:

The Bradenton Area Convention Center

ATTN: Rachel Blair

One Haben Blvd

Palmetto, FL 34221

Fax: 941-729-1820 Email: [Rachel.Blair@mymanatee.org](mailto:Rachel.Blair@mymanatee.org)

## **POLICIES**

1. RATE POLICY- Orders (and required floor plans) must be received prior to cut off date with full payment in order to receive services.
2. Tax exempt certificates must accompany tax free orders.
3. CANCELTION POLICY- cancelation of service must be received in writing a minimum of 14 days prior to the first show day to receive a full refund, less a \$50 labor fee. No refunds will be given for services installed and not used.
4. PAYMENT POLICY- 100% payment (in U.S. currency ONLY) must accompany each order. Company, certified, or cashier's check payable to The Bradenton Area Convention Center. No personal checks please. Credit cards accepted include Visa, MasterCard, and Discover. A credit card must be on file for each vendor in case of damage to equipment or additional service needs.
5. Liability-The Bradenton Area Convention Center is not liable for any damage to personal equipment.



## Electric Service Order

Exclusive Service Provided by The Bradenton Area Convention Center

**PHONE**  
941-722-3244

**FAX**  
941-729-1820  
Attn: Rachel Blair

**ADDRESS**  
One Haben Blvd.  
Palmetto, FL 34221

**EMAIL**  
Rachel.Blair@mymanatee.org

Event Name/Date(s): \_\_\_\_\_ Booth #: \_\_\_\_\_ Standard ☐ Island ☐

Company/Organization: \_\_\_\_\_ Contact Person Day of Show: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

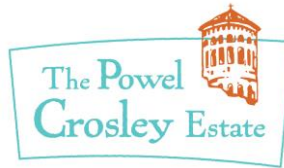
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

	First Event Day	Additional Event Day	Total event days	Subtotal ea. hook up	Total Hook ups	Line Subtotal	Please List Items Needing Electric
<b>120 Volts</b>							
0-2000 watts (5-20Amps)	\$50.00ea	\$25.00ea					
<b>208 Volts Single Phase</b>							
20 Amps	\$50.00ea	\$25.00ea					
30 Amps	\$60.00ea	\$30.00ea					
60 Amps	\$80.00ea	\$40.00ea					
100 Amps	\$100.00ea	\$50.00ea					
200 Amps	\$120.00ea	\$60.00ea					
600 Amps	\$150.00ea	\$80.00ea					
<b>208 Volts Three Phase</b>							
20 Amps	\$50.00ea	\$25.00ea					
30 Amps	\$60.00ea	\$30.00ea					
60 Amps	\$80.00ea	\$40.00ea					
100 Amps	\$100.00ea	\$50.00ea					
200 Amps	\$120.00ea	\$60.00ea					
600 Amps	\$150.00ea	\$80.00ea					

<b>Order Subtotal</b>	
<b>Set up Labor per booth</b>	<b>\$25.00</b>
<b>50% increase on all equipment &amp; labor for orders received after June 1st</b>	
<input type="checkbox"/> <b>Tax Exempt</b>	
<b>Sales Tax (7%)</b>	
<b>Total</b>	

Scaled floor plan must accompany orders showing locations of electrical outlets and connections for all island booths, single/ three phase electric orders, and orders not located at the back of the booth. Orders will NOT be processed unless accompanied by floor plans and credit card authorization form. The Bradenton Area Convention Center does not provide extension cords, power strips or Q-Taps.

**All electric order forms must be received by Fri June 1st @ 5pm, all orders received after will be increased 50%.**



## Event Payment Options Form

Cash

Check – personal or business. \*

- Personal checks are not accepted less than three weeks prior to the event.

Through your on-line banking/bill payer\*

- Set up Bradenton Area Convention Center or Powell Crosley Estate as a payee using the address of: One Haben Blvd., Palmetto, Florida 34221 941-722-3244 as the phone number. ***Please include your contract number as a reference.***

Credit Card – Visa, Mastercard, American Express, Discover

I hereby authorize my credit card to be used to pay for all costs for goods and/or services as indicated in my agreement, addendums, pre-event invoice, or final invoice that are incurred before, during or after my event unless other payment arrangements are made in writing.

Card Holder Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Card Holder Address \_\_\_\_\_

Date of Event \_\_\_\_\_

Card Information    ☐ Visa    ☐ Mastercard    ☐ Discover    ☐ American Express

Card Number (last four digits only) XXXXXXXXXXXX \_\_\_\_ \_\_\_\_ \_\_\_\_ \_\_\_\_ Expiration \_\_\_\_/\_\_\_\_

**\*\* For your security we will contact the cardholder for the remaining twelve digits\*\***

Card Holder's Signature \_\_\_\_\_

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

Fax to 941-729-1820 or email to your sales person or event manager

\* Please notify us if your payment is arriving separately from your signed agreement.



## MEMA Straight Blade Devleges

## Non-MEMALocking Devices

MEHA Turnbok® Devices

## 50 Amp Locking Breakers

## Angle Adapters

**Midget Locking Devices**

Key

## Pass & Seymour