

# ADVANCE RATE ELECTRICAL SERVICE ORDER FORM

EFFECTIVE THRU DECEMBER 2008



175 West Kellogg Blvd Suite 501  
St Paul MN 55102-1299  
Phone: 651-265-4800  
Fax: 651-265-4899  
Service Information: 651-265-4875

DO NOT mail or fax this form to the decorator.  
Please mail or fax this form to:  
Saint Paul RiverCentre **651-265-4899**

Name of Show _____	Booth # _____
Company Name _____	Date(s) of Show _____
Street Address _____	Phone # _____ FAX #: _____
City _____	State _____ Zip _____
Contact (print) _____	Contact (Sign) _____
Email Address _____	

**Advance Rates valid up until one business day prior to first day of set-up.**

Standard Service	Quantity	Description	Advance Price	Total
120 Volt per outlet	_____	20 amp – 2000 watts	\$ 70.00	\$ _____
208 Volt single phase per outlet	_____	15 amp 2001 – 3100 watts	\$ 70.00	\$ _____
	_____	20 amp 3101 – 4100 watts	\$ 80.00	\$ _____
	_____	25 amp 4101 – 5200 watts	\$ 100.00	\$ _____
	_____	30 amp 5201 – 6200 watts	\$ 115.00	\$ _____
	_____	40 amp 6201 – 8300 watts	\$ 130.00	\$ _____
	_____	50 amp 8301 – 12400 watts	\$ 145.00	\$ _____
	_____	60 amp over 12400 watts	\$ 160.00	\$ _____
208 Volt 3 phase per outlet	_____	10 amp 3600 watts or less	\$ 80.00	\$ _____
	_____	20 amp 3601 – 7200 watts	\$ 110.00	\$ _____
	_____	30 amp 7201 – 10800 watts	\$ 140.00	\$ _____
	_____	40 amp 10801 – 14400 watts	\$ 155.00	\$ _____

**Other 120 / 208 volt service available. Please call RiverCentre Electricians office at 651-265-4839 for special pricing**

**Standard Exhibitor Booth Power**

RiverCentre electricians provide standard "Edison Style" outlets to rear of booth when service is ordered. Exhibitors are responsible for additional power cords. All power cords must be 2 wire grounded. Rates DO NOT include any special wiring or connecting motors. The charge for outlets will be made on the basis of maximum wattage in use at the time of inspection.

	Quantity	Description	Advance Price	Total
Accessories do not include power. Be sure to order power as needed. These accessories are for rental only.	_____	Extension cord	\$20.00	\$ _____
	_____	Triple Tap	\$15.00	\$ _____
	_____	Power Strip	\$25.00	\$ _____
	_____	Power Strip w/Surge protector	\$40.00	\$ _____

**TOTAL ELECTRICAL ORDER**

\$ \_\_\_\_\_

RiverCentre Federal ID# 41-1970667

Payment must be made in U.S. Funds. Make checks payable to **Saint Paul RiverCentre**

- |   |                                   |  |  |
|---|-----------------------------------|--|--|
| <input type="checkbox"/> MasterCard       | <input type="checkbox"/> VISA     | <input type="checkbox"/> Invoice (See Below) | <input type="checkbox"/> Money Order # _____   |
| <input type="checkbox"/> American Express | <input type="checkbox"/> Discover |  | <input type="checkbox"/> Company Check # _____ |

Credit Card # \_\_\_\_\_ Exp. Date \_\_\_\_\_ **Not responsible for lost or misdirected service orders.**  
 Cardholders Name \_\_\_\_\_  
 Authorized Signature \_\_\_\_\_  
 For copy of the receipt check here. Include Fax # or Email address above  
 For confirmation of order check here. Include Ph# or Email address above

<p><b>Invoicing:</b> Requests for invoices will be charged a \$25 processing fee per service. Service requested on-site will be charged a higher rate than Advanced Price.</p>	<p><b>Refund Policy:</b> Requests for refunds should be made 3 business days prior to avoid a \$10 processing fee. Refunds are not available after the start of the event</p>
<b>UNDER NO CIRCUMSTANCES SHALL ANYONE OTHER THAN RIVERCENTRE STAFF MAKE ANY CONNECTIONS</b>	