



DEADLINE FOR DISCOUNT RATE

Order must be received by:

November 14, 2024

Event #6437

Vendor Equipment/ Utility order Form

Return To: Mesa Convention Center

PO Box 1466 Mesa, AZ85211-7070

OR

Email to Jessica.Belisle@mesaaz.gov

Phone: (480) 644-2679

| Quantity | Item | Discounted Rate | Floor Rate | Total Amount |
|---|--|-----------------|------------|--------------|
| _____ | 20amp @ 120v outlet | \$65 | \$85 | \$ _____ |
| _____ | 208, 1phase, 3phase (120v over 20 amps) | \$200 | \$250 | \$ _____ |
| _____ | Surge protector | | \$20 | \$ _____ |
| _____ | Wired Internet – Secured | | \$250 | \$ _____ |
| _____ | Wireless Internet – Unsecured | | \$150 | \$ _____ |
| _____ | Telephone line | | \$105 | \$ _____ |
| _____ | Forklift - per hour | | \$80 | \$ _____ |
| _____ | Risers - per 6' x 8' piece | | \$40 | \$ _____ |
| _____ | Linen - per piece | | \$10 | \$ _____ |
| Services Total | | | | \$ _____ |
| + Sales Tax 8.3% | | | | \$ _____ |
| Sub Total | | | | \$ _____ |
| Service Fee (Add 20% of <u>Services Total</u>) | | | | \$ _____ |
| Total Due | | | | \$ _____ |

Event name and date(s).

COMPANY'S NAME _____ Email _____ BOOTH # _____

MAILING ADDRESS _____ CITY _____

PHONE # _____ STATE _____ ZIP CODE _____

BILLING PERSON FIRST & LAST NAME

SIGNATURE

PRINT NAME

PAYMENT CONSTITUTES ACKNOWLEDGEMENT OF ALL ABOVE

STAFF USE ONLY

Booth _____

Event # _____

Name _____

ID _____

FLOOR/ADVANCE/PAID

Select Preferred Payment:

*Send me invoice to pay online _____

- Equipment/utility will be in booth upon arrival

*Pay onsite on event day _____

- Equipment/utility will not be delivered until payment is received



STANDARD ELECTRIC SERVICES AVAILABLE

120 Volt, A.C., single phase, 60 cycle

208 Volt, A.C., single phase, 60 cycle **Available in selected areas.**

208 Volt, A.C., three phase, 60 cycle **Contact your Show Manager.**

CONDITIONS AND REGULATIONS

1. Building utility outlets are not a part of booth space and are not to be used by the exhibitors unless specified otherwise.
2. All equipment regardless of source of power must comply with all federal, state, and city safety codes.
3. Claims will not be considered unless filed in writing by exhibitor prior to close of exposition.
4. Under no circumstances shall anyone other than "house electrician" make special or direct wiring electrical connections.
5. All equipment must be properly tagged and wired with complete information as to type of current, voltage, phase, cycle, horsepower, etc.
6. All material and equipment furnished by Mesa Convention Center for this service order shall remain the property of Mesa Convention Center and shall be removed ONLY by Mesa Convention Center at close of show.
7. **All exhibitors' cords must be of the 3-wire grounded type.** Use of open clip sockets, latex or lamp cord wire is prohibited. All exposed noncurrent carrying metal parts of fixed equipment, which are liable to be energized shall be grounded. All motors over 3HP must have magnetic starters and disconnecting switch furnished by the exhibitor.
8. Rates quoted for all connections cover only bringing of electrical or plumbing services to the booth in the most convenient manner and do not include connecting equipment or special wiring. Any special or direct wiring will be done on a time plus material basis.
9. Booth utilities are to be ordered by each exhibitor separately and are not to be shared with other exhibitors.
10. Electrical power for lights and displays will be turned on one hour prior to show opening time and off at show closing time of day. Exceptions must be arranged with Mesa Convention Center.
11. **For 24-hour service, double the normal rate.**
12. Compressed air, water supply and drainage, outside electrical services in meeting rooms will be done on a time and materials basis.
13. Mesa Convention Center is not responsible for voltage fluctuations or power failure because of temporary conditions.
14. Credit will not be given for outlets installed and not used.
15. All outlets are a single plug in.
16. Mesa Convention Center will not be responsible for any cutting or altering of any floor coverings in order to bring power to booth.

Payment:

PAYMENT IN FULL is required on all orders before equipment or utility is received. Arizona State and City of Mesa sales tax will apply to all equipment and utility orders. **All orders must be received prior to designated discount date (top of form) to utilize the discounted rate, otherwise floor rates will apply. Payment for discounted rate can be made the day of show as long as paperwork was submitted prior to deadline date. Visa, MasterCard, American Express, Discover are all acceptable forms of payment.** Cash and checks are not accepted. All orders must be paid in full prior to show opening. If by any reason of any default on the part of the lessee, hereunder, it becomes necessary to engage in an attorney, the lessee agrees to pay all costs, expenses, and the attorneys' fees expended or incurred by the lessor in connection therewith. Unpaid balances are subject to 1 ½% per month thereafter. Lessor will not be responsible for strikes, accidents, fires, an act of God or delays beyond control.