



David L. Lawrence Convention Center

THE DAVID L. LAWRENCE CONVENTION CENTER

1000 Ft. Duquesne Blvd., Pittsburgh, PA 15222

Telephone (412) 325-6102

Fax (412) 325-6009

Exhibitorservices@pittsburghcc.com

Office Use Only

Received: _____

Check #: _____

By: _____

Request for ELECTRICAL SERVICES

See Terms and Conditions on the Reverse Side

(Please Print)

Name of Event, Event Dates, Booth #, Company Name, Phone #, Fax #, Billing Address, City/State, Zip Code, E-mail Address, Authorized By, Signature, Date

In order to receive the ADVANCE rate, the order form, with payment (US dollars), must be received 14 days prior to move-in

All cancellations are subject to a 50% cancellation fee if service has been installed

There will be a \$30.00 fee for returned checks

PAYMENT IN FULL MUST BE RENDERED PRIOR TO DELIVERY OF SERVICE

Check, Visa, MasterCard, American Express & Discover accepted

Make checks payable to: SMG - David L. Lawrence Convention Center

PRICES EFFECTIVE JANUARY 1, THRU DECEMBER 31, 2008

Table with columns: ELECTRICAL SERVICE, Connection Type, Quantity, Advance Rate, Standard Rate, Total. Includes rows for various amperage and voltage services.

- Note: In order to receive the ADVANCE rate, the order form, with payment (US dollars), must be received 14 days prior to move-in. Call for quote on rates for higher wattage or voltage.

Table with columns: ADDITIONAL SERVICES, Quantity, Advance Rate, Standard Rate, Total. Includes rows for Electrical Equipment like Extension Cord, Cable access, and Spotlight.

- Note: Outlets are dropped to the rear of the booth, in most convenient manner; labor is not required for this placement. Labor charges may be required for installation other than back of booth. Please include a floor plan with your order. On orders of 208V and above a minimum of a 1/2 hour of labor will be charged for each individual connection.

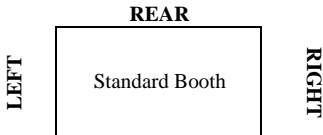
Table with columns: ELECTRICAL LABOR (1/2 hour minimum), # of Hours, Rate per hour, Total. Includes rows for Straight time, Overtime, and Premium time.

- Note: Taxes are not required for labor services.

Attach floor plan for specific installation

Total for all services \$

Instructions:



Send this completed form with payment to the address at the top of the page. Please make check payable to: SMG - David L. Lawrence Convention Center or pay by credit card. Includes checkboxes for Visa, MasterCard, American Express, Discover and fields for Card #, Exp. Date, CVV#, Print Name, and Authorized Signature.

TERMS AND CONDITIONS

1. Advance order payment guarantee discounted rate only, not availability of service.
2. Payment in full must be rendered prior to delivery of service.
3. Advance orders must be received a minimum of fourteen (14) days prior to scheduled move-in date.
4. Credit will not be given for service installed, but not used.
5. Change of orders after installation may be subject to labor charges. Minimum of 1/2 hour.
6. All material and equipment furnished by DLCC for the service order shall remain the property of DLCC and shall be removed only by the DLCC staff at the close of the show.
7. Rates quoted for all connections cover the delivery of service to the booth/space in the most convenient manner and do not include connecting equipment or special wiring. Request for special services such as placing cords or relocating service(s) will be subject to additional labor charges.
8. Service outlet size will be determined by the volume required.
9. Walls, columns, and permanent building utility outlets are not part of booth space and are not to be used by exhibitors.
10. Claims will not be considered unless filed by the exhibitor prior to the close of the show.
11. All equipment to be connected by the DLCC technicians must comply with federal, state, and local safety codes.
12. Under no circumstance should anyone other than a DLCC technician make service connections.
13. All equipment must be properly tagged and wired with completed information as to type of current, voltage, phase, cycle, horsepower, etc. All equipment using water must have an inlet and outlet properly tagged.
14. Electrical service for lights and displays will be turned on one (1) hour prior to show opening and turned off at show closing each day. If needed, please order 24 hour electrical service on front of page .
15. All exhibitors' cords must be of the 3 wire grounded type and comply with Federal, State, Local Safety and Electric Codes. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized, must be grounded.
16. Unless otherwise noted, DLCC electricians are authorized to cut floor coverings to permit installation of service.
17. Overhead Electrical Service: Call for quote.
24-hour Service: Add 50% to service requirement charge.
18. The DLCC is not responsible for equipment that is not powered down correctly at end of day.
19. Advanced/Faxed order receipts can be obtained at the Service Desk during move-in only.

Questions regarding service should be directed to the Customer Services Manager:

David L. Lawrence Convention Center

1000 Fort Duquesne Blvd.

Pittsburgh, PA 15222

(412) 325-6102

(412) 325-6009 fax



An SMG Managed Facility