## Electrical Order Form

### 120V Standard Electrical Outlets

<table>
<thead>
<tr>
<th>QTY</th>
<th>Advance Rate (14 days prior to move-in)</th>
<th>Floor Order</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1501-2000 Watts, 20 AMPS, single outlet</td>
<td>$75</td>
<td>$125</td>
<td></td>
</tr>
</tbody>
</table>

**Sub-Total Connections:**

<table>
<thead>
<tr>
<th><strong>For 24-Hour Power, Add 50% to Connections:</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>120V Standard Total:</strong></td>
</tr>
</tbody>
</table>

### 208V Single Phase Connections

<table>
<thead>
<tr>
<th>QTY</th>
<th>Advanced Rate (14 days prior to move-in)</th>
<th>Floor Order</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>30 amps: 208V, single phase</td>
<td>$175</td>
<td>$275</td>
<td></td>
</tr>
</tbody>
</table>

**Sub-Total Connections:**

<table>
<thead>
<tr>
<th><strong>For 24-hour power; Add 50% to connection:</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>208V Single Phase Total:</strong></td>
</tr>
</tbody>
</table>

### 480V

<table>
<thead>
<tr>
<th>QTY</th>
<th>AMPS</th>
<th>Rate</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>Three Phase</td>
<td>Neutral</td>
<td>$</td>
</tr>
<tr>
<td>3</td>
<td>Three Phase</td>
<td>Neutral</td>
<td>$</td>
</tr>
</tbody>
</table>

**Total Labor Hours (4 hours x Connection total)**

<table>
<thead>
<tr>
<th><strong>See Labor Rate Schedule to the right:</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>480V Total:</strong></td>
</tr>
</tbody>
</table>

### Miscellaneous Electrical Supplies & Tape

<table>
<thead>
<tr>
<th>QTY</th>
<th>Advance Rate (14 days prior to move-in)</th>
<th>Floor Order</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>25' Extension Cords</td>
<td>$15</td>
<td>$20</td>
<td></td>
</tr>
<tr>
<td>50' Extension Cords</td>
<td>$15</td>
<td>$20</td>
<td></td>
</tr>
<tr>
<td>6-Outlet Power Strips</td>
<td>$15</td>
<td>$20</td>
<td></td>
</tr>
<tr>
<td>Blue Painters Tape - (1) roll</td>
<td>$10</td>
<td>$20</td>
<td></td>
</tr>
<tr>
<td>Yellow Gaffers Tape - (1) roll</td>
<td>$30</td>
<td>$40</td>
<td></td>
</tr>
<tr>
<td>Black Gaffers Tape - (1) roll</td>
<td>$30</td>
<td>$40</td>
<td></td>
</tr>
</tbody>
</table>

**MISCELLANEOUS TOTAL:**

### 208V Three Phase Connections

<table>
<thead>
<tr>
<th>QTY</th>
<th>Advanced Rate (14 days prior to move-in)</th>
<th>Floor Order</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>30 amps: 208V, three phase</td>
<td>$250</td>
<td>$350</td>
<td></td>
</tr>
<tr>
<td>50 amps: 208V, three phase</td>
<td>$450</td>
<td>$550</td>
<td></td>
</tr>
<tr>
<td>60 amps: 208V, three phase</td>
<td>$550</td>
<td>$650</td>
<td></td>
</tr>
<tr>
<td>100 amps: 208V, three phase</td>
<td>$550</td>
<td>$650</td>
<td></td>
</tr>
<tr>
<td>200 amps: 208V, three phase</td>
<td>$750</td>
<td>$850</td>
<td></td>
</tr>
<tr>
<td>400 amps: 208V, three phase</td>
<td>$1000</td>
<td>$1,100</td>
<td></td>
</tr>
</tbody>
</table>

**Sub-Total Connections:**

<table>
<thead>
<tr>
<th><strong>For 24-hour power; Add 50% to connection(s):</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>208V Three Phase Total:</strong></td>
</tr>
</tbody>
</table>

### Miscellaneous Labor Rate Schedule

<table>
<thead>
<tr>
<th>Advance Rate (14 days prior to move-in)</th>
<th>Floor Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday-Friday: 8:00am-5:00pm</td>
<td>$50</td>
</tr>
<tr>
<td>Saturdays - Sundays and Weekday Evenings (After 5:00pm)</td>
<td>$80</td>
</tr>
<tr>
<td>Holidays</td>
<td>$100</td>
</tr>
</tbody>
</table>

**TOTAL DUE:**

*Labor is charged per hour with a 2-hour minimum-1 hour in & 1 hour out for all 208-volt single & three phase connections*

*Labor is charged per hour with a 4-hour minimum-2-hours-in & 2-hours out for all 408 volt connections*
## Electrical Labor- 208V & 408V Schedule

**Preferred time/day to connect and disconnect electrical service(s).** Requested times/days will be accommodated, if possible, but are not guaranteed.

- **Requested Day/Time to Install:**
- **Requested Day/Time to Disconnect:**

Labor to install 208V is 2- hours. (1 hour in & 1 hour out).

Labor to install 480V is 4- hours. (2 hours in & 2 hours out).

### 24 Hour Services
- Add 50% to service requirement charge. When 24-hour service is NOT required, exhibitor is expected to turn equipment off at the end of each day or the 24-hour service fee will be charged.

### 208 Volt & 480 Volt Power Delivery and Connections:
- If you require a 480 Volt service, please call for a quote.
- KCC electricians must make all high voltage connections and disconnections. This is done on a time and material basis.
- Please complete the electrical labor for 208 Volt and 480 Volt to schedule your estimated connection time.
- There is no electric available in the ceiling. All electricity comes from columns or floor boxes. Call KCC for a quote on pricing and availability.
- Exhibitors must furnish all 208 Volt and 480 Volt male and female plugs.
- Rates for all connections include bringing one service connection to the booth in the most convenient manner for KCC electricians and does not include connecting equipment and wiring.
- Diagram of electrical placement must accompany order. If no diagram is received, standard electrical placement will be in the back of the booth. For all 208 Volt and 408 Volt electrical orders, we require a detailed booth drawing for correct placement of ordered service. Special placement adds 1-hour labor charge.
- Changes in electrical layout will incur additional labor charges at floor rate.
- There is a labor charge for all 208 Volt connections at 2 hours – 1 hour in + 1 hour out. See rates on Page 1.
- There is a labor charge for all 408 Volt connections at 4 hours – 2 hour in + 2 hour out. See rates on Page 1.
- All cords must be taped down. Tape needs to be a bright color anytime that cords are in front of doorways, aisles, emergency exit doors, or under carpet.
- Only painters’ tape is allowed on ALL surfaces inside & outside the Knoxville Convention Center.
- You may provide your own painters’ tape or purchase on site.
- If you are laying carpet in your booth over electrical cords you, cords must be taped to the carpet.

### Payment, Authorization & Fee Acceptance:

- Your signature on this form serves as acceptance of the Terms and Conditions, and authorizes the Knoxville Convention Center to charge the credit card provided for payment of services ordered on this form. The Knoxville Convention Center offers Visa, Master Card, Discover and American Express as credit card payment options via mail, fax or phone.

**TERMS AND CONDITIONS on Page 3. Should TERMS AND CONDITIONS not be attached, please email billing@asmknoxville.com or call 865-251-6051.**

**DO NOT EMAIL YOUR CREDIT CARD INFORMATION. IF CREDIT CARD IS PREFERRED METHOD OF PAYMENT, PLEASE SUBMIT VIA FAX, 865-251-6041, MAIL, ATTN: FINANCE DEPARTMENT, P.O. BOX 2543, KNOXVILLE, TN 37901, OR PHONE, 865-251-6051.**

- Company Check (Must be mailed in or presented on-site)
- Check #  
- Amount __________________________
- Cash (On-site only) __________________________

- Credit Card: American Express MasterCard Visa Discover

- Credit Card Number: XXXXXXXXXXXXXXXXXXXX Exp. Date: XXXXX CVC:XXX

- Name on Card: __________________________
- Signature: __________________________
- Date: __________________________
Knoxville Convention Center
Terms and Conditions of Electrical Services

Standard Electrical Services:
120 Volt, A.C., Single Phase, 60 Cycle
208 Volt, A.C., Single Phase, 60 Cycle
208 Volt, S.C., Three Phase, 60 Cycle
480 Volt, A.C., Three Phase, 60 Cycle

FOR ANY ADDITIONAL NEEDS OR QUESTIONS, PLEASE CONTACT KATE JACKSON, DIRECTOR OF EVENT SERVICES,
CELL: 865-740-0477, EMAIL: Kate.Jackson@AMSKnoxville.com

PLEASE READ THESE TERMS AND CONDITIONS COMPLETELY. BY PROVIDING AN AUTHORIZED SIGNATURE ON PAGE 2 OF THIS
SERVICE ORDER FORM, YOU ARE AGREEING TO THE FOLLOWING TERMS AND CONDITIONS.

- All exhibitor equipment, regardless of source of power, must comply with the National Electrical Code, all Federal, State, and Local Safety
  Codes.
- The Knoxville Convention Center serves as its own exclusive utility service provider. Under NO circumstances shall anyone other than
  Knoxville Convention Center's electrician make electrical connections or disconnections.
- Special equipment requiring company engineers or technicians for assembly, servicing, preparatory work, and/or operation may be
  executed without a KCC electrician. However, a KCC electrician must make all service connections and ensure overload protection.
- Any service requiring overhead distribution of electrical power must be requested (10) business days in advance of the first move-in day and
  will incur additional charges. There is no electricity available in the ceiling inside Exhibit Halls A and B. All electricity comes from columns and
  floor boxes. Call Knoxville Convention Center to check availability and cost.
- The Knoxville Convention Center reserves the right to refuse connection to any exhibitor whose equipment is deemed unsafe by KCC's
  electrical supervisors.
- Diagram of electrical placement must accompany order form. If no diagram is received, standard electrical placement will be in the back of
  the booth. Special placement adds 1-hour labor charge. Changes in placement will incur additional labor charges at floor rate.
- To receive advance pricing, complete order form and payment must be received by the Knoxville Convention Center a minimum of (14) days prior to
  the first scheduled move-in day. Advance orders shall receive priority installation and service.
- Use of clip sockets, latex or lamp cord wire, unapproved duplex or triplex attachment plugs in booths is prohibited. NO DAISY CHAINING
  ALLOWED.
- Permanent building electrical outlets are not part of booth space and cannot be used by exhibitors unless specified otherwise.
- All exhibitor equipment must be properly tagged or marked with complete information as to type and/or amount of current, voltage, phase,
  frequency, horsepower, etc.
- All material and equipment furnished by the Knoxville Convention Center for the service ordered shall remain the property of the Knoxville
  Convention Center and shall be removed by the Knoxville Convention Center staff only at the close of the show. A replacement fee will be
  charged to the exhibitor for any Knoxville Convention Center supplied equipment removed from the booth by exhibitor.
- Submission and signing of this order form authorizes Knoxville Convention Center electricians to cut floor coverings as may be required to install
  service.
- All exhibitor owned 120 Volt cords must be three wire and grounded. All exposed, non-current carrying metal parts of energized fixed
  equipment shall be grounded. Residential type extension cords and power strips are prohibited by local building and safety codes.
- Rates for all connections include bringing one service connection to the booth in the most convenient manner for KCC electricians and does not
  include connecting equipment or wiring.
- Submission of this order authorizes Knoxville Convention Center electricians to place distribution panels, quad boxes, and/or cords as may
  be required for power distribution to your booth and adjacent booths. All changes in placement will incur additional labor charges.
- Obstructions blocking utility floor pockets, distribution panels, quad boxes, and/or cords are subject to relocation at the exhibitors’ expense as
  deemed necessary by Knoxville Convention Center electricians and/or Fire Marshal’s office.
- Any requirements over and above what is listed on this form should be attached and returned with this form to the Knoxville Convention Center.
- Payment in full must be rendered prior to service installation.
- Credit will not be issued for service installed and not used.
- Claims will not be considered unless filed by the exhibitor prior to close of show.
- Prices are subject to change without notice.

Your signature on Page 2 authorizes the Knoxville Convention Center to charge the credit card provided for payment of services ordered. The
Knoxville Convention Center offers Visa, Master Card, Discover and American Express as credit card payment options via fax, mail or phone.
DO NOT EMAIL YOUR CREDIT CARD INFORMATION. IF CREDIT CARD IS PREFERRED METHOD OF PAYMENT, PLEASE SUBMIT
VIA FAX, 865-251-6041, MAIL, ATTN: FINANCE DEPARTMENT, P.O. BOX 2543, KNOXVILLE, TN 37901, OR PHONE, 865-251-6051.

The parties agree that the implied warranties of merchantability and fitness for a particular purpose and all other warranties, express or
implied, are executed from this agreement. Knoxville Convention Center does not assume any liability for damages or any type whatsoever or
loss of anticipatory profits resulting from the use of equipment or services or delivery or installation, or damage of any sort whatsoever to user's
goods or equipment arising from any cause whatsoever.

2022- JANUARY