

# ELECTRICAL SERVICE ORDER FORM



Irving Convention Center at Las Colinas an SMG Managed Facility  
 500 W. Las Colinas Blvd. Irving, Texas 75039  
 Phone: 972.401.7775 Fax: 972.401.7759



If you have questions please email: [onlineorders@smgicc.com](mailto:onlineorders@smgicc.com)

Event Name:	Event Date:
Exhibitor Name:	Booth #

\*Advance Rate applies if ordered **ONE** week prior to Load In Date, if received after that date On Site Rate Applies

STANDARD ELECTRICAL DROPS				
Quantity	Description	Advance Rate*	On Site Rate	Amount
<b>SINGLE PHASE 120V</b>				
	up to 20 Amps Single Phase 120V	\$130 (No Tax)	\$185 (No Tax)	\$
<b>THREE PHASE 208V</b>				
	30 Amps Three Phase 208V	\$300 (No Tax)	\$355 (No Tax)	\$
	100Amps Three Phase 208V	\$600 (No Tax)	\$655 (No Tax)	\$
	200 Amps Three Phase 208V	\$850 (No Tax)	\$905 (No Tax)	\$
	400 Amps Three Phase 208V	\$1,200 (No Tax)	\$1,255 (No Tax)	\$
Quantity	Description		Price	Amount
	Extension Cord 15'		\$17.00	\$
	Extension Cord 25'		\$28.00	\$
	Extension Cord 50'		\$55.00	\$
	Power Strip		\$17.00	\$
<b>CUSTOM ELECTRICAL WORK*</b>				
Quantity	Description		Hourly Rate	Amount
	On floor Electrician (1hr Min)		\$135.00	\$
	Evening/Weekends/Holidays (1hr Min)		\$175.00	\$
<b>Fee for Faxed or Mailed in Orders (Please use Online Order System to Avoid)</b>				<b>\$ 5.00</b>
<b>Total Due</b>				<b>\$</b>

**NEMA Configuration:**  
 Direct Connection Wire Required  
 Yes \_\_\_ NO \_\_\_

**Type**

3 Wire \_\_\_\_\_  
 4 Wire \_\_\_\_\_  
 5 Wire \_\_\_\_\_

Service will be brought to the rear of the booth in the most convenient manner, unless otherwise indicated below.

REAR

LEFTRIGHT

AISLE

**PAYMENT IN FULL MUST BE RENDERED BEFORE SERVICE IS CONNECTED**

( ) American Exp ( ) Visa ( ) Master Card CC# \_\_\_\_\_

Name on Card: \_\_\_\_\_ Exp.Date \_\_\_\_\_ Security Code \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ ST \_\_\_\_\_ Zip \_\_\_\_\_  
 (address must match where card statement is mailed)

Email Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

I authorize SMG - Irving Convention Center at Las Colinas to charge my credit card for services listed and have read the terms and conditions on page two of this form.

Authorized Signature \_\_\_\_\_

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## INFORMATION AND CONDITIONS

The Irving Convention Center at Las Colinas is the exclusive provider of electrical services within its facilities and property. This includes all exhibit halls, meeting rooms, and temporary structures, inside or outside the facility.

All energizing of electrical services is to be completed/performed by ICC personnel. All electrical material and equipment must be grounded. Electrical cord(s) placed under carpet must be installed by ICC personnel. ICC electricians will evaluate the booth at the time of connection to ensure compliance with electrical codes. If the electrical supervisor determines that the booth electrical is not code compliant, the exhibitor will have the option to make the appropriate changes or hire an ICC electrician to do so. If the exhibitor performs the changes, labor charges for an ICC electrician to re-evaluate and energize the booth will be incurred. Standard labor and material rates will apply if additional labor is requested or required.

## SERVICE ORDER INFORMATION

- 1.) Booth number and location of electrical must be identified on the face of this form. Incomplete information may delay processing the order.
- 2.) No credit can be issued on services installed and not used. Service cancelled prior to decorator move-in will be subject to a \$25.00 processing fee.
- 3.) ALL ISLAND BOOTHS WILL REQUIRE A SCALED DIAGRAM INDICATING ORIENTATION OF BOOTH.
- 4.) It is our policy to settle all service, labor and billing disputes as soon as possible. No adjustments will be made unless reported to the service desk prior to the close of the show.
- 5.) Credit cards will be processed at time of submittal. Any card that is denied by the card company may not be processed a second time. Alternative payment must then be arranged. Therefore, please check the accuracy of payment information submitted, including the address, which should match the address where you receive your card statement.
- 6.) If paying for electrical service by check, please submit payment at least ten (10) days in advance to allow time for processing. Checks will not be accepted as payment the day of the event.
- 7.) **LABOR** – Charges will be made in ½ hour increments. Supervision time will be charged at a rate of ½ hour for each four hours labor. **NOTE:** Electrical labor must be ordered 24 hours in advance in order to have personnel available when needed. Standard pricing as follows.
  - a.) Mon-Fri 8 am to 5 pm - \$55.00/hr
  - b.) Mon-Fri 5 pm to 8 am - \$90.00/hr
  - c.) Sat, Sun and Holidays - \$90.00/hr

## IMPORTANT BUILDING REGULATIONS

- 1.) All equipment must be properly tagged or marked with complete information as to the type and/or amount of current voltage, phase, frequency, horsepower, etc.
- 2.) Electricians are authorized to cut floor coverings to permit installation of service unless otherwise directed. Electricians are authorized at any time to enter your booth and request vendor items to be moved to access floor box.
- 3.) All approved electrical cords must be at least 14 gauge and 3-wire grounded type. Two-wire cords (zipcords or ripcords) are UNACCEPTABLE unless the cord is a component part of an assembly which is specifically approved. All exposed non-current carrying metal parts of fixed equipment which are liable to be energized shall be grounded.
- 4.) ICC is not responsible for voltage fluctuations or power failures. If your equipment has strict tolerances for voltage, then you must bring your own regulating device.
- 5.) All equipment, regardless of source of power, must comply with Federal, State and Local codes. The ICC reserves the right to inspect all electrical devices and connections to ensure compliance with all codes. The Electrical Supervisor is obligated to refuse connection when wiring is not in accordance with the City Electrical Ordinance.
- 6.) All material and equipment furnished by the ICC shall remain the property of the ICC and shall be removed only by ICC personnel at the close of the show.
- 7.) Wall outlets and post outlets are not a part of booth space.
- 8.) Separate outlets must be ordered for each booth requiring power.
- 9.) ICC conducts an audit of power supplied to all exhibits. Exhibitors will be required to pay standard rates for additional or unauthorized use of power. Power may be disconnected pending full payment.
- 10.) ICC is not responsible for show layouts which could result in a floor box in the middle or front of your booth.
- 11.) **ELECTRICAL VOLTAGE AVAILABLE**
  - a.) AC, 20 amp, 120V, single phase
  - b.) AC, 30 amp, 208V, 3 phase
  - c.) AC, 100 amp, 208V, 3 phase, 5 wire in select locations
  - d.) 200 amp and 400 amp power available upon request in select locations. Prior arrangements must be made.