

**STANDARD RATES FOR SERVICES**

**Electric, Phone & Plumbing Order Form  
Hot Springs Convention Center**

All advanced orders must be received seven (7) days prior to move-in for advance rates.

**Event name:** AR Green Industry Association Annual Conference **Date(s) of event:** January 22-23, 2015

**Company name:** \_\_\_\_\_ **Email Address:** \_\_\_\_\_

**Contact name:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Service cannot be supplied until order form and payment are received.**

Rates quoted below cover only the bringing of service to the booth and do not include wiring. The Hot Springs Convention Center does not stock receptacles for any electrical connection above a standard 20 amp, 110 volt outlet. Additional charge will be made if receptacles are not provided by the exhibitor. Under no circumstances shall anyone other than "center personnel" make electrical connections. Easy access to utility service panels must be provided at all times. Center personnel are authorized to cut floor coverings to obtain access to floor panels.

**Rates are subject to change without notice**

**No helium or light gas filled balloons are permitted in the Hot Springs Convention Center.**

**No open flames are allowed in the Hot Springs Convention Center (candles must be completely enclosed in a glass globe).**

**Electricity**

QUANTITY	AMPERE	Volts & Phase	Advance Order	Floor Order	AMOUNT
	20 amps	125 Volts (standard outlet)	\$30.00	\$60.00	\$
	20 amps	208 Volt Single Phase	\$60.00	\$120.00	\$
	20 amps	208 Volt Three Phase	\$80.00	\$160.00	\$
	30 amps	208 Volt Single Phase	\$70.00	\$140.00	\$
	30 amps	208 Volt Three Phase	\$90.00	\$180.00	\$
	50 amps	208 Volt Single Phase	\$120.00	\$240.00	\$
	50 amps	208 Volt Three Phase	\$140.00	\$280.00	\$
	100 amps	208 Volt Single or Three Phase	\$250.00	\$500.00	\$
	Power Strip	INCLUDES TAX	\$7.74	\$16.58	\$
<b>TOTAL</b>					<b>\$</b>

**Telephones/Credit Card Machine**

Quantity	Description	Advance Order	Floor Order	Amount
	Telephone line only	\$60.00 + Long Distance	\$120.00 + Long Distance	\$
	Telephone line with phone	\$75.00 + Long Distance	\$150.00 + Long Distance	\$
	Credit Card machine phone line	\$60.00 + Long Distance	\$120.00 + Long Distance	\$
<b>TOTAL</b>				<b>\$</b>

**Internet:** *free wi-fi internet connectivity is available throughout the facility.*

	Synchronous Broadband (High Speed Internet Access)	\$150.00	\$300.00	\$
<b>TOTAL</b>				<b>\$</b>

**Other**

	Water hook up	\$30.00	\$60.00	\$
	Compressed air	\$40.00	\$80.00	\$
<b>TOTAL</b>				<b>\$</b>

**Total Charges: \$ \_\_\_\_\_**

**Visa/MC/Am Exp/DSC #:** \_\_\_\_\_ **Expiration date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Make checks payable to: Hot Springs Convention Center**

**Mail checks to the Event Coordinator as follows: Attn: Cynthia Brown (cbrown@hotsprings.org)**

**Hot Springs Convention Center, P.O. Box 6000, Hot Springs, AR 71902**

**Phone (501) 321-2835 \* Fax (501) 620-5009**