

Utility Services

Tampa Bay International Auto Show November 16-19, 2017

Event # 17137

Tampa Convention Center is pleased to host your event. We want to do everything possible to make your participation a very profitable and rewarding experience. We believe you will appreciate our personal touch to customer service and find our Exhibit Services staff to be very helpful.

The following service order forms are available at the Tampa Convention Center by clicking on [website listed below](#):

- Advertising Network
- Audio Visual
- Catering
- Electric (online ordering now available)
- Internet (online ordering now available)
- Plumbing/Air (online ordering now available)
- Security
- Telephone
- Rigging

In order to receive the **INCENTIVE RATE**, your order with full payment and **required floor plans (all island booths)** must be postmarked by **October 23, 2017** or **standard rates** will be applied. Please submit all order forms for services required to the **TAMPA CONVENTION CENTER**. The **TCC Service Desk** will be located in the **Exhibit Services Center** area during your event to assist with inquiries.

If you need assistance prior to your event, a member of the Exhibit Services staff can be reached at **813-274-7761**.



www.TampaConventionCenter.com
P 813-274-7761 • F 813-274-7859



TAMPA CONVENTION CENTER EXHIBITOR SERVICES



Electric Service Order Form

Please use our [Online Form](#)

Unable to accept credit card information via email

EXHIBITOR INFORMATION		Booth #:	Standard:	Island:
Event Name:		In Date:	Out Date:	
Company/Organization:		Contact:		
Address:	City:		State:	Zip:
Email:		Phone:		

**Please note all prices include 24 hour power.*

120 Volts	ADVANCE PRICE		STANDARD PRICE		LATE PRICE		AMOUNT
	Cost	Quantity	Cost	Quantity	Cost	Quantity	
0-500 Watts (5 Amps)	\$ 101.00		\$ 151.00		\$ 176.00		
501-1000 Watts (10 Amps)	\$ 127.00		\$ 191.00		\$ 223.00		
1001-2000 Watts (20 Amps)	\$ 153.00		\$ 230.00		\$ 269.00		
2001-3000 Watts (30 Amps)	\$ 234.00		\$ 352.00		\$ 410.00		
4001-5000 Watts (50 Amps)	\$ 288.00		\$ 432.00		\$ 504.00		
120 Volt Power for Island Booth – 1 hour Labor Min. Required			\$ 82.00				
Power other than back of Booth – 1 hour Labor Min. Required			\$ 82.00				

208 Volts Single Phase – 1 hour Labor included in price

20 Amps	\$ 342.00		\$ 473.00		\$ 539.00		
30 Amps	\$ 410.00		\$ 573.00		\$ 655.00		
60 Amps	\$ 517.00		\$ 734.00		\$ 842.00		
100 Amps	\$ 690.00		\$ 993.00		\$1,146.00		

208 Volts Three Phase – 1 hour Labor included in price

20 Amps	\$ 489.00		\$ 693.00		\$ 795.00		
30 Amps	\$ 517.00		\$ 734.00		\$ 842.00		
60 Amps	\$ 690.00		\$ 994.00		\$1,147.00		
100 Amps	\$ 838.00		\$1,215.00		\$1,404.00		

Additional Equipment & Services

3-Wire Ground 25 ft. extension cord		\$ 34.00			
Power Strip		\$ 34.00			
Ceiling Drops (per drop)	\$ 201.00		\$ 301.00		\$ 351.00

A scaled floor plan must accompany orders showing locations of electrical outlets, connections and lighting equipment for all island booths, single/three phase electric orders and orders not located at the back of the booth. Orders will not be processed unless accompanied by required floor plans and full payment.

DO NOT EMAIL CREDIT CARD INFORMATION FOR SECURITY REASONS.

Subtotal		
Tax Exempt	Sales Tax (7%)	
TOTAL		

FORM OF PAYMENT				
Check	Am Ex	Visa	MasterCard	Discover
Account Number:			Exp. Date:	
Name (Please Print):				
Cardholder Signature:				
In addition to advance payment, I authorize charging any additional labor or services rendered to my credit card.				

TCC USE ONLY	
Date Received	
Amount Paid	
Balance Due	
Date Processed	
Processed By	
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****STANDARD PRICES APPLY AFTER DEADLINE. PLEASE REVIEW RATE, PAYMENT AND CANCELLATION POLICIES BEFORE AUTHORIZING. FOR THE ADVANCE PRICE DISCOUNT TO APPLY, ORDER FORMS, FULL PAYMENT AND FLOOR PLANS MUST BE RECEIVED BY THE ADVANCE PRICE DISCOUNT DEADLINE (21 DAYS PRIOR TO THE 1ST CONTRACTED DATE) ESTABLISHED FOR THE RESPECTIVE SHOW. SEE INCENTIVE RATE FLYER IN THE EXHIBITOR MANUAL OR CONTACT TCC EXHIBITOR SERVICES FOR EXACT ADVANCE RATE DISCOUNT DEADLINE. LATE PRICE RATES APPLY DURING MOVE-IN AND SHOW HOURS.**



Electric Services Policy

Material & Labor

1. Outlets will be located at the rear of the booth.
2. Outlet(s) placed in a location other than the back of the booth or island booth will be charged a minimum of 1-hour labor and require(s) a scaled floor plan.
3. To determine power requirements, check the UL listing on the back of all equipment.

Rate Policy

1. To receive the Advance Price Discount, order forms, full payment and floor plans must be received by the Advance Price Discount deadline (21 days prior to the 1st contracted date) established for the respective show. STANDARD PRICE rates will apply after the deadline.
2. Late Price rates apply during move-in and show hours.
3. Rates are for the entire show.

Cancellation Policy

1. Notification of cancellation of services MUST be postmarked in writing a MINIMUM of 14 days prior to the first scheduled show date to receive a full refund, less a \$75 administrative fee.
2. No refunds will be given for services installed and not used.
3. The Center will not refund overpayments, except sales tax, in amounts less than \$15.00, unless specifically requested in writing.
4. There will be a \$25 service charge on all returned checks.

Payment Policy

1. 100% payment (in U.S. currency ONLY) must accompany each order - Company, certified, or cashier's check payable to the City of Tampa/Tampa Convention Center. No personal checks, please. Credit Cards accepted: Visa, MasterCard, and AMEX.
2. Electric Service not received by exhibitor must be reported to the Service Desk PRIOR to the opening of the event to receive a refund.
3. In addition to advance payment, I authorize charging any additional labor or services rendered to my credit card.
4. If by any reason of any default on the part of the TCC lessee or exhibitor hereunder, it becomes necessary to engage an attorney, the TCC lessee or exhibitor agrees to pay all costs, expenses and attorney's fees expended or incurred by the City/TCC in connection therewith. The City/TCC will not be responsible for strikes, accidents, fires, acts of God, terrorism or delays beyond its control.

Electrical Regulations for Temporary Wiring of Booths and Exhibits

1. Electricity will be turned on 30 minutes prior to show opening and turned off within 30 minutes after show closes.
2. All motors over 3 horsepower MUST have magnetic starters and disconnecting switch furnished by exhibitor.
3. No exhibitor shall make any electrical installation, nor shall he make any electrical connection of any appliance or equipment to the building electrical system. Wall, column and permanent building utility outlets are not part of booth space and are not to be used by exhibitors, unless specified otherwise. Surge Protectors are recommended for computers and other sensitive equipment.
4. All electrical connections to the building electrical system or extension thereto shall be made by the electrical contractor and/or building electricians.
5. Extensions to the building electrical system shall be made by three-wire flexible cord, Type SO or equal, in lengths so arranged that there will be no more than one coil, 2 feet in diameter, of excess cord. No single lighting circuit shall exceed 2,000 watts at 120 volts. Exhibits requiring larger lighting connection must be wired with its own fuse or circuit breaker panel, capable of receiving 120-208 volt three wire feed.
6. No cord shall be run across any space where subject to traffic, unless the cord is encased in a protective cover, specifically approved for the purpose. It is the exhibitor responsibility to tape down cords or incur labor charges to ensure public safety.
7. The TCC is authorized to cut floor coverings to permit installation of service, unless otherwise directed.
8. Termination of extensions to the building electrical system shall be in assemblies specifically approved for the purpose by the Electrical Inspection Section.
9. All electrical equipment or appliance connected to the building electrical system or extension thereto in booths or displays shall be: (1) listed and labeled by a Nationally Recognized Standard Testing Laboratory, (2) specifically approved by the Electrical Inspection Section, and (3) all equipment must be properly tagged and wired with complete information as to type of current, voltage, phase, cycle, horsepower, etc.
10. No electrical equipment shall be attached to or supported from booth dividers.
11. The sharing of electrical power with other exhibitors is not allowed.
12. Permanently installed wiring on all booths or displays shall be encased in an approved metal raceway. Where flexibility is necessary, such as between booth sections and at connection points to the building electrical system or supply points. Type SO cord or equal, in lengths not to exceed six feet, equipped with approved attachment plugs may utilized. Special built displays must have electrical wiring accessible for inspection and trouble shooting at all times. They must be accessible from side or rear and not solidly built in.
13. All splices and terminations shall be made in an approved metal enclosure.
14. There shall be no exposed live metal parts.
15. All flexible cords shall be three wires, Type SO or equal, unless such cord is a component part of an assembly, which is specifically approved. No two wire extension cords are allowed.
16. All Exposed, non-current carrying metal parts of the electrical installation shall be effectively grounded.
17. No electrical equipment or appliances, which under normal operating conditions attain a surface temperature in excess of 90 degrees C or 194 F, shall be mounted on or supported from any combustible material, unless separated therefrom by a substantial non-combustible material.
18. Lighting fixtures or other appliances or equipment equipped with other than Type SO cord its equal will be accepted, provided the complete assembly, including the cord, is listed and labeled by a National Recognized Standard Testing Laboratory.
19. Use of open clip sockets, latex or lamp cord wire, duplex or triplex attachment plugs in exhibits is prohibited.
20. The exhibitor is responsible for all electrical equipment and is totally responsible for any liability involving the same.
21. Motors over ¾ horsepower must have a switch with overload protection or fuse protection.
22. Before show breaks on the final day, stop your machinery in dismantling position, as power cannot be turned on again. In addition, this will help to avert any possible personal injury.
23. The City/TCC will not be responsible for voltage fluctuations or power failure.

FY18



Plumbing Service Order

[Click here](#) to order services online

Unable to accept credit card information via email

EXHIBITOR INFORMATION		Booth #:	Standard:	Island:
Event Name:		In Date:		Out Date:
Company/Organization:		Contact:		
Address:	City:		State:	Zip:
Email:		Phone:		

***Please note that all prices include 1 hour of labor.**

WATER FILL AND DRAIN - One time only for spas, pools, pumps, aquariums, reservoirs, etc.*	ADVANCE PRICE		STANDARD PRICE		LATE PRICE		AMOUNT
	Cost	Quantity	Cost	Quantity	Cost	Quantity	
0 – 49 gallons	\$ 117.00		\$ 134.00		\$ 143.00		
50 – 99 gallons	\$ 146.00		\$ 179.00		\$ 194.00		
100 – 199 gallons	\$ 175.00		\$ 222.00		\$ 295.00		
200 – 499 gallons	\$ 204.00		\$ 265.00		\$ 322.00		
Each Additional 1000 gallons	\$ 116.00		\$ 132.00		\$ 141.00		
Water Line – Only ½” – 2”	\$ 285.00		\$ 386.00		\$ 437.00		
Drain Line – Only ½” – 2”	\$ 256.00		\$ 343.00		\$ 570.00		
Double Sink	\$ 198.00		\$ 256.00		\$ 285.00		
Hot Water Heater	\$ 314.00		\$ 429.00		\$ 487.00		

***Additional connections are charged on a time and material basis.**

AIR OUTLETS - Installed at rear of booth terminating ½” female pipe thread with shut-off valve. Connections more than 20 ft. require additional air lines.	ADVANCE PRICE		STANDARD PRICE		LATE PRICE		AMOUNT
	Cost	Quantity	Cost	Quantity	Cost	Quantity	
Air Outlet to Booth (with valve)	\$ 348.00		\$ 480.00		\$ 546.00		
Each CFM	\$ 6.00		\$ 9.00		\$ 11.00		

Please Specify:

1. Connection Size Required: 2. Total Connection: 3. PSI Required: 4. Continuous: Intermittent:

**All Booths - A scaled floor plan must accompany orders showing locations of service. Orders will not be processed unless accompanied by required floor plan.
Do not email credit card information for security reasons.**

SUB-TOTAL		
TAX EXEMPT	SALES TAX (7%)	
TOTAL		

FORM OF PAYMENT

<i>Check</i>	<i>Am Ex</i>	<i>Visa</i>	<i>MasterCard</i>	<i>Discover</i>
Account Number:			Exp. Date:	
Name (Please Print):				
Cardholder Signature:				
In addition to advance payment, I authorize charging any additional labor or services rendered to my credit card.				

TCC USE ONLY

Date Received	
Amount Paid	
Balance Due	
Date Processed	
Processed By	
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Plumbing Service Order Instructions

Rate Policy

1. To receive the Advance Price discount, order forms, full payment and floor plans must be received by the Advance Price Discount deadline (21 days prior to the 1st contracted date) established for the respective show. STANDARD PRICES will apply after the deadline.
2. All booths will require one hour of labor and a scaled floor plan.
3. Orders requiring 24 hour service are charged DOUBLE RATE.
4. Rates are for the entire show.

Cancellation Policy

1. Notification of cancellation of services MUST be postmarked in writing a MINIMUM of 14 days prior to the first scheduled show date to receive a full refund, less a \$75 administrative fee.
2. No refunds will be given for services installed and not used.
3. The Center will not refund overpayments, except sales tax, in amounts less than \$15.00, unless specifically requested in writing.
4. There will be a \$25 service charge on all returned checks.

Payment Policy

1. 100% payment (in U.S. currency ONLY) must accompany each order - Company, certified, or cashier's check payable to the City of Tampa/Tampa Convention Center. No personal checks, please. Credit Cards accepted: Visa, MasterCard, and AMEX.
2. Plumbing Service not received by exhibitor must be reported to the Service Desk PRIOR to the opening of the event to receive a refund.
3. In addition to advance payment, I authorize charging any additional labor or services rendered to my credit card.
4. If by any reason of any default on the part of the TCC lessee or exhibitor hereunder, it becomes necessary to engage an attorney, the TCC lessee or exhibitor agrees to pay all costs, expenses and attorney's fees expended or incurred by the City/TCC in connection therewith. The City/TCC will not be responsible for strikes, accidents, fires, acts of God, terrorism or delays beyond its control.

General Information

1. At the close of the event, all water and air lines will be shut off.
2. Services are rendered during show hours only. 24-hour plumbing service can be provided if ordered a minimum of 7 days in advance at two times the rate of service ordered.
3. It is necessary that orders be received AT LEAST 14 DAYS PRIOR to opening of show to assure installation in time for opening. Not all booths are located next to a water, drain or airline. Please contact Show Management for a booth assignment next to one of these locations.
4. TCC technicians will NOT be responsible for moisture or water in airline. Exhibitor should supply own filter or other equipment to handle moisture or water. TCC technicians should have 14 DAYS NOTICE, if we are to supply special regulators or filters on a rental basis only. If pressure is critical, exhibitor should arrange to have a pressure regulator valve installed.
5. All plumbing and air service will be located at the rear of the booth. Labor and material required to relocate service will be charged a minimum of one hour at the hourly rate. Additional connections are charged on a time and material basis. Air outlets will be terminated in ½" female pipe thread with shut-off valve. Connections more than 20 ft. require additional air lines.

FY18



Exhibit Booth Layout

EXHIBITOR INFORMATION	
Event Name:	Booth #:
Company/Organization:	

All electric orders for Island Booths, 3 Phase electric and orders not terminated at the back of the booth **MUST** be accompanied by a scaled drawing indicating placement of all services ordered.

KEY:
E = Electric, P = Plumbing, A = Air, OD = Overhead Drop

- Use bold lines to indicate the outline of your booth.
- Indicate the scale of the grid (i.e. 1 square = 1 foot) or indicate the dimensions of your booth.
- Mark the adjacent booth numbers or aisle numbers.

Adjacent Booth or Aisle # _____

Back of Booth

Adjacent Booth or Aisle # _____

Adjacent Booth or Aisle # _____

Front of Booth

Adjacent Booth or Aisle # _____

Please enter additional comments below.