

# 2021 REQUEST FOR ELECTRICAL SERVICES



**\*Online ordering services available at [www.pittsburghcc.com](http://www.pittsburghcc.com)**

(PLEASE PRINT)

Name of Event	Event Dates	Booth #
Company Name	Phone #	Fax #
Company Address	City/State	Zip Code
Email Address		
Authorized By	Signature	Date

Electrical Service <small>(Electrical outlets approximately 120/208 A.C. 60 Cycle)</small>	Connection Type	Quantity	*Advance Rate	Standard Rate	Total
Up to 20 AMPS (120 Volts) - Triple Outlet	Extension Cord		\$137.50	\$166.50	\$
Up to 30 AMPS (208 Volts, Single Phase)	Receptacle or disconnect		\$283.75	\$362.75	\$
Up to 60 AMPS (208 Volts, Single Phase)	Disconnect		\$507.50	\$674.75	\$
Up to 100 AMPS (208 Volts, Single Phase)	Disconnect		\$668.00	\$850.00	\$
Up to 30 AMPS (208 Volts, Three Phase)	Receptacle or disconnect		\$523.75	\$531.50	\$
Up to 60 AMPS (208 Volts, Three Phase)	Disconnect		\$944.25	\$1,274.50	\$
Up to 100 AMPS (208 Volts, Three Phase)	Disconnect		\$1,317.50	\$1,755.25	\$
Up to 30 AMPS (480 Volts, Three Phase)	Disconnect		\$1,040.50	\$1,196.00	\$
Up to 60 AMPS (480 Volts, Three Phase)	Disconnect		\$1,300.00	\$1,494.00	\$
Up to 100 AMPS (480 Volts, Three Phase)	Disconnect		\$1,842.00	\$2,118.50	\$
Over 100 AMPS (480 Volts, Three Phase)	Disconnect		\$2,202.50	\$2,533.00	\$
<i>Cable Service:</i> Digital service with digital converter box (does not include monitor)			\$350.00	\$350.00	\$
<b>Advanced Rate pricing:</b> In order to receive Advance Rate, the order form with payment (US Dollars) must be received 15 days prior to first exhibitor move-in day.				<b>Total</b>	

Electrical Labor (1/2 hour minimum)	Date Needed	# of Hours	Rate per hour	Total
Straight time			\$85.75	\$
			<b>Total</b>	<b>\$</b>

Additional Services	Quantity	*Advance Rate	Standard Rate	Total
<i>Electrical Equipment:</i>				
• Extension Cord: 3 wire, multi plug, does not include power		\$35.00	\$39.00	\$
• Clip on Spotlight: 100 watt, includes installation and labor		\$91.50	\$91.50	\$
			Subtotal	\$
			Tax (7%)	\$
			<b>Total</b>	<b>\$</b>

**Total for all Electrical Services: \$**

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(PLEASE PRINT)

Name of Event \_\_\_\_\_ Event Dates \_\_\_\_\_ Booth # \_\_\_\_\_

Company Name \_\_\_\_\_ Phone # \_\_\_\_\_ Fax # \_\_\_\_\_

## TERMS AND CONDITIONS

1. Advance order payment guarantees discounted rate.
2. Payment in full must be rendered prior to delivery of service.
3. Credit will not be given for service installed, but not used. If service is cancelled prior to installation, a 50% cancellation fee applies.
4. Change of orders after installation may be subject to labor charges. Minimum of 1/2 hour.
5. All material and equipment furnished by DLCC for the service shall remain the property of DLCC and shall be removed only by the DLCC staff at the close of the show.
6. 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. Requests for special services such as placing cords or relocating service(s) will be subject to additional labor charges.
7. Service outlet size will be determined by the volume required.
8. Walls, columns, and permanent building utility outlets are not part of booth space and are not to be used by exhibitors.
9. Claims will not be considered unless filed by the exhibitor prior to the close of the show.
10. All equipment to be connected by the DLCC technicians must comply with federal, state and local safety codes.
11. Under no circumstance should anyone other than a DLCC technician make service connections.
12. 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.
13. Electrical service for lights and displays will be turned on one (1) hour prior to show opening and turned off at show close.
14. 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.
15. Unless otherwise noted, DLCC electricians are authorized to cut floor coverings to permit installation of service.
16. The DLCC is not responsible for equipment that is not powered down correctly at end of day.
17. A receipt for services is available upon request .
18. Utility will be installed at the back of the booth and/or in the most convenient manner.  
If installation is required in an exact location (other than the most convenient) or a special connection is required, a labor charge will apply. Please include a floor plan with your order for exact placement of utility.

## PLEASE NOTE

- 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 online
- Prices effective January 1–December 31, 2021
- \* *In order to receive the ADVANCE rate, the order form with payment (US Dollars) must be received 15 days prior to first exhibitor move-in*

The David L. Lawrence Convention Center is proud to be PCI Compliant and will not receive Credit Card Orders via email.

To pay for services with a Credit Card, please visit [www.pittsburghcc.com/exhibitors/exhibitor-services](http://www.pittsburghcc.com/exhibitors/exhibitor-services) and order online

To pay by check, please mail this form with payment to:  
Exhibitor Services Department, David L. Lawrence Convention Center  
1000 Fort Duquesne Blvd., Pittsburgh, PA 15222, Phone: (412) 325-6102, Fax: (412) 325-6009,  
[exhibitorservices@pittsburghcc.com](mailto:exhibitorservices@pittsburghcc.com)