



**UTILITY ORDER FORM**  
**ROBINSON CENTER**  
 P.O. Box 3232  
 Little Rock, AR 72203  
 (501) 370-3254 • FAX# (501) 376-7833

**ALL ADVANCE ORDERS MUST BE RECEIVED SEVEN (7) DAYS PRIOR TO MOVE-IN FOR ADVANCE RATES.**

EVENT DATE \_\_\_\_\_ ROOM NAME/ BOOTH# \_\_\_\_\_  
 NAME OF EVENT \_\_\_\_\_  
 COMPANY NAME \_\_\_\_\_  
 CONTACT NAME \_\_\_\_\_ PHONE \_\_\_\_\_  
 ADDRESS \_\_\_\_\_  
 CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

Rates quoted below cover only the bringing of service to the booth and do not include wiring. The Robinson 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.

**STANDARD ELECTRICAL REQUIREMENTS: on 208v connections circle single or 3 phase options below.**

# Connections	Voltage Requirement	Advance order	Floor order	Amount
	20 amp 110 v double outlet	\$40.00	\$60.00	\$
	20 amp 208 v single or 3 phase	\$50.00	\$70.00	\$
	30 amp 208 v single or 3 phase	\$60.00	\$80.00	\$
	40 amp 208 v single or 3 phase	\$70.00	\$90.00	\$
	50 amp 208 v single or 3 phase	\$80.00	\$100.00	\$
	60 amp 208 v single or 3 phase	\$90.00	\$110.00	\$

**SPECIAL VOLTAGE REQUIREMENTS:** Special voltage can only be guaranteed if ordered in advance. Any requirements for higher voltage please contact Robinson Center Maintenance Department at (501)370-3262. Requests for special voltage will be handled on a first-come, first-serve basis, due to limited amount of current available.

**COMPRESSED AIR:** Not available.

**WATER:** City pressure 85PSI (Water & drain connections cannot be guaranteed unless booth is located in northeast corner of Exhibit Hall.)

	Advance Order	Floor Order	Amount
_____ Service charge for 1st connection	\$30.00	\$50.00	\$ _____
_____ Each additional connection	\$15.00	\$20.00	\$ _____
_____ Size connection required?			

**GAS - NATURAL GAS:** Convention Center personnel does not hook up natural gas. Arrangements must be made in advance, with either the gas company or a licensed gas fitter. (Note: A booth requiring natural gas **MUST** be adjacent to a gas hook-up.) Questions regarding natural gas hook ups should be directed to Robinson Center Maintenance at (501) 370-3262.

- MAKE SURE:
1. Equipment, regardless of source of power, complies with all federal, state and local safety codes.
  2. Form is filled out correctly and completely.
  3. You have enclosed a check or included a credit card number for the amount due.

Final Signature \_\_\_\_\_ Date \_\_\_\_\_ Total Charges \_\_\_\_\_

**Payment must accompany order to receive advance order rates. Payment in full must be rendered prior to hook-up. Credit will not be given for utility service installed and not used.**

Send this completed form with payment to the address at the top of the page. Make check payable to ROBINSON CENTER or pay by credit card.

Check                       Visa                       MasterCard                       American Express

Credit Card # \_\_\_\_\_ Expiration Date \_\_\_\_\_

Print Name \_\_\_\_\_ Authorized Signature \_\_\_\_\_

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