



CONVENTION AND VISITORS BUREAU

# STATEHOUSE CONVENTION CENTER

P.O. Box 3232

Little Rock, AR 72203

(501) 255-3307 • 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# \_\_\_\_\_ «Zip» \_\_\_\_\_

NAME OF EVENT \_\_\_\_\_

COMPANY NAME «Organization» \_\_\_\_\_

CONTACT NAME «Contact» \_\_\_\_\_ PHONE «Phone» \_\_\_\_\_

ADDRESS «Address1» \_\_\_\_\_

CITY «City» \_\_\_\_\_ STATE «State» \_\_\_\_\_ ZIP «Zip» \_\_\_\_\_

## ELECTRICAL ORDER FORM

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

STANDARD ELECTRICAL REQUIREMENTS				
# Connections	Circle: single or 3 phase	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	\$

<b>SPECIAL VOLTAGE REQUIREMENTS:</b> Special voltage can only be guaranteed if ordered in advance. Requests will be handled on a first-come, first-serve basis, due to limited amount of current available.				
# Connections	Circle: single or 3 phase	Advance order	Floor order	Amount
	15 amp 440 v single or 3 phase	\$ 90.00	\$110.00	\$
	20 amp 440 v single or 3 phase	\$100.00	\$120.00	\$
	30 amp 440 v single or 3 phase	\$120.00	\$140.00	\$

- 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 STATEHOUSE CONVENTION CENTER or pay by credit card.

Check                       Visa                       MasterCard                       American Express

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

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

**FOR OFFICE USE ONLY**