



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» _____

PLUMBING ORDER FORM

COMPRESSED AIR: 80-100 lbs. PSI (Compressed air cannot be guaranteed unless the booth is located on or adjacent to a utility trench and ordered in advance.) Only 100 CFM available on a first-come, first-serve basis. (Exhibitors must provide own regulators.)

	<u>Advance order</u>	<u>Floor Order</u>	<u>Amount</u>
_____ Service charge for 1 st connection up to ½" max.	\$25.00	\$35.00	\$ _____
_____ Each additional connection	\$10.00	\$15.00	\$ _____
_____ Size of connection required			
_____ CFM required			

WATER: City pressure 85 PSI (Water & drain connection cannot be guaranteed unless booth is located on or adjacent to utility trench and ordered in advance.) Note: Pressure may vary. No guarantee can be made of minimum or maximum pressures. If specific pressure is required, exhibitor should arrange to have a pressure regulator valve installed. If drainage is required contact Statehouse Maintenance: 501-370-3261.

	<u>Advance order</u>	<u>Floor Order</u>	<u>Amount</u>
_____ Service charge for 1 st connection	\$25.00	\$35.00	\$ _____
_____ Each additional connection	\$10.00	\$15.00	\$ _____

GAS – NATURAL GAS: Standard pressure (4oz.) Convention Center personnel does not hook up natural gas. If a booth requires 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 on or adjacent to a utility trench. Questions regarding gas hook ups should be directed to Statehouse Convention Center Maintenance at 501-370-3261.

- MAKE SURE:
1. Equipment, regardless of source of power, complies with all federal, state and local safety codes.
 2. 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