

BRIDAL & WEDDING EXPO

Ohio Bridal & Wedding Expo

John S. Knight Center
77 E Mill Street
Akron, OH 44308

IMPORTANT ELECTRICAL INFORMATION

The electrical forms are now made available as a DocuSign form at: [John S. Knight Center | Exhibitor Service Orders \(johnsknightcenter.org\)](https://johnsknightcenter.org) .

SERVICES ORDER FORM

Event Name: _____
 Booth Number: _____ Event Date: _____
 Company Name: _____
 Contact Person: _____
 Email: _____
 Phone: _____



JOHN S. KNIGHT CENTER

FOR OFFICE USE ONLY

Event #: _____

Order #: _____

7b Take Advantage of the **Standard Rate**, Orders Must Be Paid In Full **10 Business Days Prior** to First Move-In Date.

SECTION (A): NON-TAXABLE ITEMS

	<u>STANDARD RATE</u>	<u>PUSH RATE</u>	<u>TOTAL</u>
Standard Voltage Options			
_____ 120 Volts (Up to 1000 Watts/10 Amps)	\$90	\$100	\$ _____
_____ 120 VoltS (Up to 2000 Watts/20 Amps)	\$110	\$120	\$ _____
Higher Voltage Options			
_____ 208 Volt, 20 Amp, Single-Phase Service (L14-20) (20 Amps or Less)	\$125	\$150	\$ _____
_____ 208 Volt, 30 Amp, Single-Phase Service (L14-30) (30 Amps or Less)	\$160	\$185	\$ _____
_____ 208 Volt, 30 Amp, Three-Phase Service (L21-30) (30 Amps or Less)	\$190	\$215	\$ _____
_____ 277/480 Volt, 30 Amp, Three-Phase Service(30AmpsorLess)	\$200	\$225	\$ _____
Special Power Requests			
_____ 208 or 480 Volt Single-Phase (Greater Than 30 Amps)	\$6/Amp	\$7/Amp	\$ _____
_____ 208 Volt Three-Phase (Greater Than 30 Amps)	\$7/Amp	\$9/Amp	\$ _____
_____ 480 Volt, Three-Phase (Greater Than 30 Amps)	\$10/Amp	\$12.50/Amp	\$ _____
			SUB-TOTAL FOR NON-TAXABLE ITEMS (SECTION A ONLY) \$ _____

SECTION (B): TAXABLE ITEMS

	<u>STANDARD RATE</u>	<u>PUSH RATE</u>	<u>TOTAL</u>
Additional Accessories			
_____ Extension Cord	\$15	\$20	\$ _____
_____ Multi-Tap Box	\$25	\$30	\$ _____
_____ Adapter for Non-Nema Plugs and Receptacle	\$15	\$20	\$ _____
_____ Broadband Internet Service (Hardwired)	\$125	\$135	\$ _____
Cleaning Services			
_____ Vacuuming	\$0.20/SqFtx _____ (SqFt)x _____ (# of Days) =		\$ _____
_____ Cleaning of Display, Equipment/Furnishings(4-HourMin. Required)	\$55.00/Hourx _____ (Hours) =		\$ _____
			SUB-TOTAL FOR TAXABLE ITEMS (SECTION B ONLY) \$ _____

6.75% SALES TAX (SECTION B ONLY) \$ _____

GRAND TOTAL DUE \$ _____

Rates quoted cover bringing of service to back of booth, does not include connecting non-rental equipment. All wiring and electrical work on the exhibitor's display is charged on time and material basis. Tagging of equipment for proper voltage, phase and special connection requirements are purchaser's responsibility. Exhibitors using sensitive electronic equipment should provide their own power conditioning equipment. Any motor with 16 horsepower or larger must have safety switch. PRICES ARE BASED ON CURRENT RATES AND ARE SUBJECT TO CHANGE WITHOUT NOTICE

CREDIT CARD AUTHORIZATION FORM

Event Name: _____

Company: _____

Event Dates: _____

Booth Number: _____



JOHN S. KNIGHT CENTER

PAYMENT NOTICE:

- Pre-Order Rates Apply Only To Orders Received And Paid In Full 10 Business Days Prior To The First Scheduled Move-In Day.
- On-Site Rates Must Be Paid At Move-In For All Other Orders. No Exceptions.
- All Orders Must Be Paid In Full With U.s. Funds By Opening Of First Day Of Event.
- A Minimum \$30.00 Fee Will Be Charged For Each Returned Check.

CONDITIONS FOR PROCESSING SERVICE ORDER FORMS

- Payment In Full, In U.s. Funds Must Accompany Service Order Form.
 - All Information Must Be Completed In Full For Order To Be Processed. Incomplete Forms Delay Processing Which Results In Delayed Service Installation.
 - State Sales Tax Will Be Charged On Every Taxable Order That Is Not Submitted With A Completed Certificate Of Exemption Form.
 - No Service Will Be Installed Until Payment Is Received.
- Cancellations: Refunds Will Be Computed As Follows:
- 1) After Installation – No Refund
 - 2) Refunds Will Be Given On Pre-Orders Up To 3 Days Prior To Move-In Of Event

Please complete all areas below. Incomplete requests will be rejected and orders will not be processed. The John S. Knight Center reserves the right to decline acceptance of any "card not present" transaction at their discretion.

I, the undersigned cardholder, give the John S. Knight Center, Akron, OH, USA authorization to charge my credit card for the amount totaling

\$ _____ (US Currency).

Cardholder Name: _____

Company: _____

Billing Address: _____

City: _____ State: _____ Zip/Postal Code: _____

Email: _____ Phone: _____

Card Number: _____ Exp Date: _____

CID Number: _____ (Visa/MC/Disc: Last 3 Digits Located on Card Back in Signature Panel, AMEX: 4-Digit Number Location on Card Front Right)

Signature: _____ Date: _____