

Olympia Resort & Conference Center

Expo Service Order

TODAY'S DATE _____

SHOW NAME _____ Space # _____
 (Event Date) _____

EXHIBITOR COMPANY NAME _____

STREET ADDRESS _____

CITY _____ STATE _____ ZIP _____

AURTHORIZED BY _____ PHONE # _____

SIGNATURE _____ TITLE _____

Special Note- To insure hook-up of power and equipment on time, orders must be received no later than 14 days prior to the event. Please keep a copy for your records

QTY	ELECTRICAL	EACH	TOTAL
	(1) 5 Amp Outlet up to 500 Watts	\$35.00	
	(1) 10 Amp Outlet up to 1000 Watts	\$54.00	
	(1) 20 Amp Outlet / 120V. Up to 2000 Watts	\$75.00	
	(1) 20 Amp Outlet / 208 V -Single Phase	\$105.00	
	(1) 30 Amp Outlet / 208 V -Single Phase	\$155.00	
	(1) 60 Amp Outlet / 208 V -Single Phase	\$275.00	
	Add 3.00 Per Amp over 60 Amps & List Below		
	*Add 50.00 For 3 Phase.		
	_____ Amp.208 V. _____ PH		
	_____ Amp.208 V. _____ PH		
	24 Hour Power- Add 50% to above charge		
	Multiple Outlet Strip (Rental)	\$10.00	
	Ext. Cords (Rental) Max. 24'	\$5.00	
	8' Draped Table	\$15.00	
	8' Skirted Table	\$25.00	
	Water Usage (Based on Availability and Pre-approval)	\$25.00	
	Phone Line Access (Toll Free Only or Add'l Charges Will Apply)	\$25.00	
	SUBTOTAL		
	20% or 40% Surcharge		
	TAX 5.1%		
	TOTAL		

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PAYMENT MUST ACCOMPANY ORDER

Credit Card# _____

Exp. Date _____

Name on Card _____

Signature _____

CHECK OR MONEY ORDER PAYABLE TO:

Olympia Resort & Conference Center ~ 1350 Royale Mile Road ~ Oconomowoc, WI 53066

Phone: 262-369-4999 Fax: 262-369-4998

IMPORTANT NOTICE: A 20% Surcharge will be applied to all orders not received 14 days prior to the event and orders received without full payment. A 40% surcharge will be applied to all orders not received 2 working days prior to the event.

Conditions and Regulations

1. All equipment regardless of source of power must comply with the National Electric Code, all Federal, State and Local Safety Codes.
2. To prevent overloading of circuits, exhibitors cannot add wattage except as ordered. All outlets are to be provided by Olympia Resort.
3. Permanent building electrical outlets are not a part of booth space and are not to be used by exhibitors unless specified otherwise.
4. Under NO circumstances shall anyone other than the "House Electrician" make electrical connections to house equipment.
5. All extension cords taped to the top of any carpet or flooring within booth space or meeting space must be supplied and installed by Olympia Resort.
6. All material and equipment furnished by the Resort for this service order shall remain the property of the Resort and shall be removed ONLY by the Resort at close of show
7. All equipment must be properly tagged or marked with complete information as to the type and/or amount of current, voltage, phase, frequency, horsepower, etc, required.
8. All exhibitors 120 VOLT cords must be of the 3 wire, grounded type. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.
9. Use of open clip sockets, latex or lamp cord wire, unapproved duplex or triplex attachment plugs in exhibits is prohibited.
10. Zip cords or Two-wire cords are ungrounded and could result in safety hazards. Their use is forbidden in all convention facilities.
11. All Halogen Lights must have a safety lens or shield over the lamp/bulb. Spotlights or Floodlights are a hazard when lamps are too close to fabrics or other materials which can be affected by heat.
12. The Resort reserves the right to refuse connection to any exhibitor whose equipment is deemed unsafe by Resort's electrical supervisors.
13. Obstructions blocking utility floor boxes or distribution panels are subject to relocation as necessary.
14. The Resort will charge time and materials for exhibitor or appointed contractor installed cords, which require troubleshooting and/or redistribution.
15. The exhibitor releases, waives and holds harmless the Resort, its officers, employees and agents for any liability, claims and damages arising out of any of the services or equipment provided herein. The exhibitor shall indemnify the Resort for any bodily injury or property damage resulting from any negligent act or omission of the exhibitor, its officer, employees or agents.
16. The Resort will not be responsible for any voltage fluctuations or power failure due to Acts of God, temporary conditions or loose connections.
17. All electrical services are to be billed to the next greatest wattage; i.e. 15amp 208v single phase will be billed at 20amp 208v single phase
- 18. ALL orders MUST be paid in full before services are provided. Onsite orders are subject to a 40% increase over the base rate and are not guaranteed prior to One (1) hour before event opening. Onsite Orders are Subject to a 40% increase over the base rate.**
19. Notice of cancellations must be received a minimum of 14 calendar days prior to the scheduled first move in date to receive a full refund less a \$25 administrative fee.
20. Credit will not be given for services provided and not utilized.