



CREDIT CARD AUTHORIZATION

Please complete the information requested below and return this form with your order. We require your credit card authorization to be on file before we can process your order for service. For your convenience, we will use this authorization to charge your credit card account for any additional amounts incurred as a result of show/site orders placed by your representative.

FAX TO: 813-740-3514 OR (if busy, alternate Fax # 813-740-3505)

MAIL TO: FLORIDA STATE FAIR AUTHORITY, P.O. BOX 11766, TAMPA, FL. 33680

COMPANY NAME _____	BOOTH NO. _____
COMPANY ADDRESS _____	
TELEPHONE _____	CELL _____
AUTHORIZED SIGNATURE _____	
PROVIDE EMAIL ADDRESS IF REQUESTING CONFIRMATION _____	

CREDIT CARD TYPE: AMERICAN EXPRESS DISCOVER MASTER CARD VISA

PLEASE PRINT CLEARLY

ACCOUNT NUMBER												EXP. DATE			
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Security Code from back / front of Card required		
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AUTHORIZED SIGNATURE REQUIRED _____

PLEASE PRINT CLEARLY THE FOLLOWING INFORMATION:

CARDHOLDER'S NAME: _____

CARDHOLDER'S BILLING ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____



Rates in effect
July 1, 2017
through
June 30, 2018

FLORIDA STATE FAIR AUTHORITY ELECTRICAL SERVICE ORDER FORM

P.O. Box 11766 Tampa, Florida 33680-1766
Telephone: (813) 663-3663 Fax (813) 740-3514
Email: Sharon.hanna@floridastatefair.com

Name of Event: _____ Event Dates: _____
 Exhibitor Name: _____ Booth #: _____
 Address, City, State, Zip: _____
 Phone #: _____ Fax #: _____ Mobile #: _____
 Authorized Person: _____ E-mail: _____

RATES:	Advance Price*	Floor Price		Quantity		SUB TOTAL	FSFA Only
				ADV.	FLR.		
120 volts							
10001-1000 watts (10 amps)	\$90.00	109.00	X				
1001 - 2000 watts (20 amps)	\$142.00	\$166.00	X				
2001 - 3000 watts (30 amps)	\$179.00	\$215.00	X				
208 Volts Single Phase							
20 amps	\$191.00	\$227.00	X				
30 amps	\$227.00	\$275.00	X				
50 amps	\$355.00	\$459.00	X				
60 amps	\$383.00	\$514.00	X				
100 amps	\$573.00	\$777.00	X				
200 amps	\$1063.00	\$1288.00	X				
208 Volts Three Phase							
20 amps	\$227.00	\$293.00	X				
30 amps	\$269.00	\$364.00	X				
60 amps	\$539.00	\$658.00	X				
100 amps	\$804.00	\$860.00	X				
200 amps	\$1287.00	\$1,684.00	X				
400 amps	\$2,065.00	\$2,539.00	X				
Transformer Call for Price							
150 watt Flood Light	\$84.00	\$111.00	X				
300 watt Flood Light	\$108.00	\$129.00	X				
Single Extension Cord	\$38.00	\$48.00	X				
Quad Outlet/Power Strip	\$43.00	\$56.00	X				

PLEASE SUPPLY A BOOTH LAYOUT WITH ALL ORDERS DISPLAYING WHERE THE OUTLET/S ARE NEEDED

GRAND TOTAL (sales tax is not charged) \$ _____

Prices are subject to change depending on prevailing labor rates.

*Advance Price: to receive discounted price, payment must be received with the order form at least 14 calendar days prior to event's first move in date.

Full Payment is required with order unless prior arrangements have been made with Fairgrounds Electrical Processing staff. Rates quoted for all connections only cover the installment of service to the booth. Special placement or relocation of service will result in an additional labor charge.

Cancellations: Advance notice of cancellation must be received at least 7 business days prior to the 1st load in/move in day of the event in order to receive a refund. A 15% administrative fee will be deducted from all refunds related to cancellations.

Refunds will not be issued if electrical hook-ups have already been installed by the staff.

PAYMENT INFORMATION Purchase Orders WILL NOT be accepted. Absolutely NO Checks accepted during move-in. Checks are only accepted by mail 14 calendar days prior to first move-in day of event. A completed Fairgrounds Credit Card Authorization Form must be included with electrical order form to process by credit card.

1. Orders must be received a minimum of fourteen (14) calendar days prior to scheduled event's first move-in date for discount rates. Orders received less than fourteen (14) calendar days prior to scheduled event's first move-in date will be charged at the "floor price" order rates.
2. Florida State Fair Authority (FSFA) is not responsible for voltage fluctuation or power failure due to temporary conditions. For your protection you should install a surge protector on your computer(s). All electrical installations and connections to all electrical service should be made by a FSFA Electrician. FSFA will not be responsible for any damage or loss of equipment, component, computer hardware or software and/or damage or injury to any person caused by the installation, connection or plugging into any electrical outlet by a person other than a FSFA Electrician.
3. A separate bullet must be ordered for each location where electricity is needed. Outlets may not be combined for multiple locations or booth spaces.
4. Rates listed for all connections include bringing the service to booth in the most convenient manner for FSFA and DOES NOT INCLUDE connecting equipment, materials, special wiring or labor. Normally all electrical bullets will be placed on the floor in back of booth. Island booth outlets may be brought to one (1) location at our discretion if no information is provided and this charge is on a time and material basis.
5. Additional service charges and labor charges may be assessed for installations. Payment must be rendered in FULL when billed during the event. Service may be interrupted if payment is not received.
6. All equipment regardless of source of power, must comply with Federal, State, and local codes. FSFA reserves the right to inspect all electrical devices and connections to insure compliance with all codes. FSFA is required to refuse connections where the exhibitor wiring is not in accordance with local Electrical Code.
7. Standard wall and other permanent utility outlets or sockets are not part of booth space and may not be used by exhibitors.
8. All electrical equipment must be properly tagged and wired with complete information as to the type of current required for operation, voltage, phase, cycle, horsepower, amps, watts, etc.
9. All exhibitor's cords must be minimum of 14/3 with grounds. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.
10. A \$20.00 service charge will be assessed for all returned checks and credit cards per instance or each time the check/charge is rejected.
11. Material and equipment furnished by FSFA for this service order is furnished on a rental basis and remains the property of FSFA and shall be removed ONLY by FSFA Employees. Price also includes all necessary disposable supplies.
12. FSFA Employees are authorized to cut floor coverings when essential for installation of service.
13. Claims will not be considered or adjustments made unless filed in writing by the exhibitor prior to close of event and this claim must be verified by an FSFA Electrician prior to close of event.
14. Credit will not be given for service installed and not used.
15. It is agreed that in the event it becomes necessary to turn this matter over to an attorney for collections, or to file a lien, or foreclosure, or otherwise, exhibitor will pay FSFA its attorney fees or applicable agency fees.
16. An interest charge of 1.5% per month will be assessed on any unpaid balances starting 30 days after the date of invoice until balance is paid in full.
17. Exhibitor holds FSFA harmless for any and all losses of power beyond FSFA's control including but not limited to losses due to utility company failure, permanent power distribution failure, power failure caused by vandalism, faulty exhibitor equipment, or overloads caused by exhibitor.
18. FSFA Electrical Department will be responsible for:
 - All under carpet distribution of electrical wiring
 - All motor and equipment hook-ups requiring hardware connections or by licensed contractor at discretion of FSFA.
 - The above items require electrical labor, which may be ordered in the Electrical Labor sections on the Electrical order form.
19. In the interest of public safety, exhibits in the convention facilities may be inspected to determine if any violations exist. If they are found, qualified electricians are available to correct the problems. This work will be performed on a time and material basis. If the exhibitor does not wish to have the fault corrected, electrical service to the offending booth will not be connected. If an exhibitor is not informed or does not understand basic safety standards for electrical wiring, an electrician should be consulted. Serious risks are involved which can be eliminated by understanding basic requirements of safe wiring inside your booth. For the safety of you and the public, remember these points:
 - All wiring must have a 3-wire grounded cord with a minimum of #14 gauge.
 - The use of dip-on sign sockets, latex or lamp cord wire in displays, or the use of 2-wire clamp on fixtures, is prohibited by order of fire prevention bureaus at trade shows and conventions.
 - Zip cords or two-wire cords are ungrounded and could result in safety hazards. Their use is forbidden in all convention facilities.



(800) 345- FAIR

of Pages: ____ (including cover sheet)

To:

Company:

Company Fax:

Telephone:

FAX ORDERS TO: (813) 740-3514

Attn: IT Department

Telephone Line options (Internet options wireless or DSL service is available)

• **RESTRICTED Phone Line (In-house service through Fairgrounds):**

1. Must dial "9" to get an outside line and no long distance available with these lines
2. Can dial toll-free numbers, dial collect calls, or use calling card for long distance

If you require this type of line, please make sure to fill out the **FSFA Restricted Telephone Order Form**.

• **UNRESTRICTED/LONG DISTANCE Phone Line (through Verizon):**

If you require an unrestricted line or long distance service, please fill out completely the "Verizon" Telephone Order Form. Verizon requires specific individual/company data to process the order request.

Instructions for completing either order form:

- 1) **Choose the appropriate order form to complete, either (A) Fairgrounds RESTRICTED LINE/INTERNET order form; or (B) Verizon Order Form for UNRESTRICTED access.**
- 2) **FILL OUT SECTION 1 COMPLETELY.** Section 2 will be completed by the Fairgrounds staff. Please note the required due dates for order to ensure service.
- 3) Payment is required in advance with a completed application.
- 4) If you should choose to pay by credit card, please complete the Credit Card Authorization Form. Receipts will be provided only upon request.
- 5) When utilizing a Verizon phone line, please notice **ADDITIONAL** charges from VERIZON will be billed by them on a monthly statement, **SEPARATE** from the Fairgrounds install fees.

VERIZON CHARGES Client will be billed separately by Verizon in a monthly statement. **Client will be responsible for paying Verizon directly for service charges.**

** NOTE: Some special circuit services (Data, etc.) may or may not be sufficiently effective in this area.



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FAX TO: 813-740-3514

MAIL TO: FLORIDA STATE FAIR AUTHORITY, P.O. BOX 11766, TAMPA, FL. 33680

COMPANY NAME _____	BOOTH NO. _____
COMPANY ADDRESS _____	

TELEPHONE _____	CELL # _____

AUTHORIZED SIGNATURE _____	NAME PRINTED _____

CREDIT CARD TYPE: AMERICAN EXPRESS DISCOVER MASTER CARD VISA

PLEASE PRINT CLEARLY

ACCOUNT NUMBER		EXP.	DATE
Security Code from back / front of Card required			

AUTHORIZED SIGNATURE REQUIRED **X** _____

PLEASE PRINT CLEARLY THE FOLLOWING INFORMATION:

CARDHOLDER'S NAME: _____

CARDHOLDER'S BILLING ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

TO BE USED FOR FLORIDA STATE FAIR AUTHORITY SERVICES ONLY	
Amount Charged: _____	Purpose of Charge: _____



Fairgrounds Restricted Telephone/Internet Order Form

If a Telephone Line or Internet Service is needed for your event,
then please fill out this order form.

ORDERS MUST BE RECEIVED AT LEAST 7 CALENDAR DAYS PRIOR TO 1ST MOVE-IN DAY.
Do not complete this form if you require long distance, use the Verizon form instead.
The Fairgrounds uses restricted lines where you must dial "9" to get an outside line.

FAX TO: (813) 740-3514 or MAIL TO: P. O. BOX 11766, TAMPA, FL 33680/Attn: IT Dept.

SECTION 1

(Customer fills out this section)

Name of Show or Event		
Chief Officer or Owner's Name		
Business Name		
Street or Billing Address		
City, State, Zip		
Phone Number and Fax Number		Fax#
*Federal Tax ID# or Social Security #		
Authorized Contact Person on-site		
Event Location (Building / Booth #)		
Dates Service Needs to Start & End		

*Mandatory Disclosure of Social Security Number or Tax ID Number: A Federal Tax regulation requires the Florida State Fair Authority (FSFA) to obtain Social Security Numbers (SSN) or Tax ID Number (TIN) from every person to whom compensation is paid. SSN or TIN are maintained and used by FSFA for the processing of payments due, and are reported to Federal and State agencies on forms required by law. FSFA will not disclose any SSN or TIN without your consent to anyone outside FSFA except as mandated by law. Failure to provide a SSN or TIN will result in denial of compensation.

EFFECTIVE PRICES JULY 1, 2017 – JUNE 30, 2018:

Phone Line: 1ST Line \$215 Add'l Phone Lines: \$126 each () # of Phone Lines requested
 (Additional Line/Same Location) or Extension from Switchboard \$71 () # of Additional Lines requested
 DSL/Internet Line: 1ST Line \$342.00 each line () # of DSL Lines requested
 If requesting FIOS Please Circle: FIOS \$420.00
 Rental Phone Equipment: \$18.50each (limited quantity) () # of Rental Phones requested Internet
 Wireless (In-house)- Rate Forms Available

CIRCLE ONE PAYMENT METHOD: CASH / CHECK / AMEX / DISCOVER / MASTER CARD / VISA
MAKE CHECK PAYABLE TO: FLORIDA STATE FAIR AUTHORITY
 Payment for installation fee must be received with the completed order form.

A completed Fairgrounds Credit Card Authorization Form must be included with the order form to process by credit card

SECTION 2 (Completed By Fairgrounds Staff Member)

Payment Received on: _____

ORDER DATE:	INSTALLATION DATE :
ORDER TOTAL \$	DISCONNECT DATE :
PHONE NUMBER(S) ASSIGNED:	

() Copy to Phone Dept () Copy to Accounting Payment Received on: _____



VERIZON TELEPHONE ORDER FORM

If an unrestricted, LONG DISTANCE phone line is needed, then please complete this form.

VERIZON ORDERS MUST BE RECEIVED AT LEAST 14 DAYS PRIOR TO 1ST MOVE-IN DAY.

* Installation date requires a minimum of ten (10) business days.

FAX TO: (813) 740-3514 or MAIL TO: P. O. BOX 11766, TAMPA, FL 33680/Attn: IT Dept.

SECTION 1: VERIZON'S Mandatory Information *(Customer fills out this section)*

Name of Show or Event		
Chief Officer or Owner's Name		
Type or Line of Business		
Corporation or Business Name		
Street or Billing Address		
City, State, Zip		
Phone Number and Fax Number		Fax#
1. Corporate Federal Tax ID#	1. Tax ID#	_____
2. State of Incorporation	2. State	_____
3. Date/Year of Incorporation	3. Date	_____
4. Chief Officer/Owner's Name	4. Name	_____
5. Owner's Date of Birth, Soc.Sec.#	5. DOB	_____ S.S.# _____
Authorized Contact Person on-site		
Event Location (Building / Booth #)		
Dates Service Needs to Start & End		
LESSEE ASSUMES ALL LONG DISTANCE CARRIER CHARGES		YES or NO
Do you need Long Distance? Specify Carrier: _____		
Do your Lines Need To Be Rotary (HUNT)? (If you have multiple lines, call rings to next available line)		YES or NO

*Mandatory Disclosure of Social Security Number or Tax ID Number: A Federal Tax regulation requires the Florida State Fair Authority (FSFA) to obtain Social Security Numbers (SSN) or Tax ID Number (TIN) from every person to whom compensation is paid. SSN or TIN are maintained and used by FSFA for the processing of payments due, and are reported to Federal and State agencies on forms required by law. FSFA will not disclose any SSN or TIN without your consent to anyone outside FSFA except as mandated by law. Failure to provide a SSN or TIN will result in denial of compensation.

EFFECTIVE PRICES JULY 1, 2017- JUNE 30, 2018:

FSFA Installation Fee: 1st Phone Line \$158.00 Add'l Lines: \$32.00 each (_____) **Total # of Phone Lines requested**
 Rental Phone Equipment: \$18.50 each (limited quantity) (_____) **# of Rental Phones requested**

CIRCLE ONE PAYMENT METHOD: CASH / CHECK / AMEX / DISCOVER / MASTER CARD / VISA
INSTALLATION CHARGES PAYABLE TO: FLORIDA STATE FAIR AUTHORITY

Payment for installation fee must be received with the completed application.

A completed Fairgrounds Credit Card Authorization Form must be included with the order form to process by credit card.

SECTION 2 *(Completed By Fairgrounds or Verizon Staff Member for Order Processing)*

ORDER DATE:	INSTALLATION DATE :
ORDER TOTAL \$	DISCONNECT DATE :

PHONE NUMBER(S) ASSIGNED AND INSTALL ORDER NUMBER:

() Copy to Phone Dept () Copy to Accounting Payment Received on _____