



Florida State Fair Authority
 4800 US Highway 301 North
 Tampa, Florida 33610
 Phone (813) 740-4642
 Fax: (813) 740-4293

NON-FAIR ELECTRIC ORDER FORM

Rates Effective 7/1/2019 – 6/30/2020

Email Orders to: Kimberley.Moritz@FloridaStateFair.com

EVENT:		BOOTH#:	
DATES:			
COMPANY:			
CONTACT:			
CELL:			
STREET ADDRESS:			
CITY, STATE, ZIP:			
EMAIL:			

ORDER INSTRUCTIONS

120 VOLT POWER DELIVERY

The cost of 120-Volt outlets includes delivery to one location at the rear of inline or peninsula booths.

208 CONNECTIONS & POWER DELIVERY

All 208 Single Phase must accompany a NEMA plug variable. All 208 Three Phase need to inquire if Edison or large cam hookup. FSFA Electricians must make all high voltage connections and disconnects. Please complete a floor plan layout of your booth space indicating outlet locations.

24 HOUR SERVICES

All prices include 24 hour power. Electricity will be turned on within 30 minutes of show opening and off within 30 minutes of show closing.

DEDICATED OUTLETS

For a dedicated outlet, order a 20 amp and indicate location on the floor plan.

CANCELLATIONS

Refunds will not be provided for services installed and not used. See regulations for additional details.

ORDER CONFIRMATION

Orders faxed, mailed or emailed without payment and required floor plan will not be guaranteed advance rates. Vendor must send within 14 days of event to receive advance rate.

MATERIAL DELIVERY

Material requested on this order form will be placed in booth by an electrician. If power is not present call the Electric Help Line at (813) 951-4531.

TERMS AND CONDITIONS

I agree in placing this order that I have accepted FSFA payment policy and the terms and conditions of this contract.

ELECTRICAL OUTLETS

	ADVANCE RATE	FLOOR RATE	QUANTITY		TOTAL
			ADV	FLR	
120 VOLTS					
1000 WATTS 10 AMPS	\$90.00	\$109.00			
2000 WATTS 20 AMPS	\$142.00	\$166.00			
3000 WATTS 30 AMPS RV PLUG	\$178.00	\$215.00			
208 VOLTS SINGLE PHASE					
20 AMPS	\$191.00	\$227.00			
30 AMPS	\$227.00	\$275.00			
50 AMPS	\$355.00	\$459.00			
60 AMPS	\$383.00	\$514.00			
100 AMPS	\$573.00	\$777.00			
200 AMPS	\$1,063.00	\$1,288.00			
208 VOLTS THREE PHASE					
20 AMPS	\$227.00	\$293.00			
30 AMPS	\$269.00	\$364.00			
60 AMPS	\$538.00	\$658.00			
100 AMPS	\$604.00	\$860.00			
200 AMPS	\$1,267.00	\$1,684.00			
400 AMPS	\$2,065.00	\$2,539.00			
EXTRAS					
POWER STRIP	\$10.00	\$25.00			
CABLE RAMP		\$16.90			

PLEASE BRING AN EXTENTION CORD TO REACH ELECTRIC BEHIND YOUR BOOTH. IT MUST BE RATED FOR WHAT YOU WILL BE USING.

AMOUNT DUE

ELECTRICAL TOTAL:	\$
SALES TAX:	INCLUDED IN PRICE
TOTAL AMOUNT DUE:	\$



TELEPHONE/INTERNET ORDER FORM

Rates Effective 9/1/2019 – 8/31/2020

Email Orders to: Kimberley.Moritz@FloridaStateFair.com

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ORDER DEADLINE – 7 DAYS BEFORE ARRIVAL

ORDER INSTRUCTIONS
<p>RESTRICTED LINE For restricted line use, the dialer must dial "9" first, for an outside line.</p>
<p>PAYMENT Payment must be made in full at time of order.</p>
<p>CANCELLATIONS Refunds will not be provided for services installed and not used. See regulations for additional details.</p>
<p>ORDER CONFIRMATION Orders faxed, mailed or emailed without payment will not be guaranteed.</p>
<p>MATERIAL DELIVERY Material requested on this order form will be placed in booth by an IT Team Member. If lines are not present call the Electric Help Line at (813) 951-4531.</p>
<p>TERMS AND CONDITIONS I agree in placing this order that I have accepted FSFA payment policy and the terms and conditions of this contract.</p>

EVENT:		BOOTH#:	
DATES:			
COMPANY:			
CONTACT:			
CELL:			
STREET ADDRESS:			
CITY, STATE, ZIP:			
EMAIL:			

TELEPHONE AND INTERNET

ITEM	QUANTITY	PRICE EACH	TOTAL
PHONE LINE (FIRST LOCATION)		\$228.00	\$
PHONE LINE (ADDITIONAL LOCATIONS)		\$134.00	\$
HIGH SPEED INTERNET (HARD WIRE)		\$363.00	\$
CUSTOM DEDICATED WIRELESS		\$100.00	\$
RENTAL PHONE EQUIPMENT		\$20.20	\$
FIOS TELEVISION SERVICE		\$446.00	\$

AMOUNT DUE

TELEPHONE/INTERNET TOTAL:	\$
SALES TAX:	INCLUDED IN PRICE
TOTAL AMOUNT DUE:	\$

FAIRFROUNDS STAFF TO COMPLETE BELOW

ORDER DATE:	INSTALL DATE:
ORDER TOTAL:	DISCONNECT DATE:

PHONE NUMBERS ASSIGNED



FRONTIER LONG DISTANCE ORDER FORM

Rates Effective 9/1/2019 – 8/31/2020

Email Orders to: Kimberley.Moritz@FloridaStateFair.com

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 4800 US Highway 301 North
 Tampa, Florida 33610
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 Fax: (813) 740-4293

ORDER DEADLINE – 14 DAYS BEFORE ARRIVAL

ORDER INSTRUCTIONS

UNRESTRICTED LINE
 This order form is for a long distance unrestricted line. Customer is responsible for all long distance charges.

PAYMENT
 Payment must be made in full at time of order.

CANCELLATIONS
 Refunds will not be provided for services installed and not used. See regulations for additional details.

ORDER CONFIRMATION
 Orders faxed, mailed or emailed without payment will not be guaranteed.

MATERIAL DELIVERY
 Material requested on this order form will be placed in booth by an IT Team Member. If lines are not present call the Electric Help Line at (813) 951-4531.

TERMS AND CONDITIONS
 I agree in placing this order that I have accepted FSFA payment policy and the terms and conditions of this contract. And I agree to pay all long distance charges.

EVENT:		BOOTH#:	
DATES:			
COMPANY:			
CONTACT:			
CELL:			
STREET ADDRESS:			
CITY, STATE, ZIP:			
EMAIL:			
SERVICE DATES:			

LONG DISTANCE UNRESTRICTED TELEPHONE

ITEM	QUANTITY	PRICE EACH	TOTAL
PHONE LINE (FIRST LOCATION)		\$168.00	\$
PHONE LINE (ADDITIONAL LOCATIONS)		\$32.50	\$
RENTAL PHONE EQUIPMENT		\$20.20	\$

AMOUNT DUE

TELEPHONE/INTERNET TOTAL:	\$
SALES TAX:	INCLUDED IN PRICE
TOTAL AMOUNT DUE:	\$

DO YOU REQUIRE ROTARY LINES?	
PLEASE SPECIFY CARRIER IF LONG DISTANCE SERVICE IS NEEDED:	

FAIRFROUNDS STAFF TO COMPLETE BELOW

ORDER DATE:	INSTALL DATE:
ORDER TOTAL:	DISCONNECT DATE:

PHONE NUMBERS ASSIGNED



METHOD OF PAYMENT FORM

Rates Effective 9/1/2019 – 8/31/2020

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CONTACT:			
CELL:			
STREET ADDRESS:			
CITY, STATE ZIP			
EMAIL:			
CONTRACT #:			

PAYMENT TYPE
<p>COMPANY CHECK</p> <p>Please make check payable to: Florida State Fair Authority. All foreign checks must be drawn from US banks only. Please reference the event and booth number. No checks will be accepted during move-in.</p> <p>Check Number: _____</p>
<p>CREDIT CARD</p> <p>For your convenience, we will use this authorization to charge any remaining balance on your account prior to the event end. A copy of final charges will be sent to the email address provided on this form.</p> <p><input type="checkbox"/> VISA <input type="checkbox"/> MASTERCARD <input type="checkbox"/> AMEX</p>

AMOUNT DUE	
TELEPHONE/INTERNET TOTAL:	\$ _____
SALES TAX:	INCLUDED IN PRICE
TOTAL AMOUNT DUE:	\$ _____

BY SIGNING AND PLACING THIS ORDER, I ACCEPT ALL PAYMENT POLICIES AND THE TERMS AND CONDITIONS OUTLINED ON ALL FORMS COMPLETED.	
SIGNATURE:	
PRINT NAME:	
DATE SUBMITTED:	

PAYMENT INFORMATION														
CREDIT CARD NUMBER:														
EXPIRATION DATE:														
STREET ADDRESS:														
CITY, STATE ZIP:														
SECURITY CODE:														

REGULATIONS AND GENERAL INFORMATION

For assistance please contact electrical support at (813) 740-4642

1. 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) and electronic equipment. All electrical installations and connections must be made by an FSFA technician. FSFA will not be responsible for any damage or loss of equipment, component, computer hardware/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 an FSFA technician.
2. A separate outlet/connection must be ordered for each individual location. Outlets may not be combined for multiple locations or booth spaces.
3. Rates for all connections include bringing the service to the booth/display in the most convenient manner for FSFA and does not include connecting equipment, materials (tape, adaptors, etc.) special wiring and/or labor. Normally all electrical outlets will be placed on the floor in back of booth/display. Island booth/display outlets will be brought to one (1) location at our discretion if no information is provided.
4. All equipment, including but not limited to, extension cords, cables, power strips, cube taps, DC power supplies, inverters, appliances, computers, electronic devices, and lighting fixtures, regardless of the source of power, must comply with federal, state and local codes, FSFA reserves the right to inspect all electrical devices and connections to guarantee compliance with codes.
5. FSFA reserves the sole right to refuse electrical connections where the vendor/exhibitor wiring outlined above is not in accordance with the National Electrical Code (NEC).
6. Standard wall and other permanent building utility outlets or sockets are not part of booth space and may not be used by vendors/exhibitors. A separate outlet must be ordered at regular price for each location to be connected.
7. All extension cords, cables, power strips, cube taps, dc power supplies, inverters, appliances, computers, electronic devices, and lighting fixtures, must be properly wired and tagged with complete information. All equipment must have either, an U.L. and/or CTL certifications, and, the type of current, voltage, phase, cycle, horsepower, etc.
8. All vendor/exhibitor's cords must be sized to the piece of equipment being serviced with grounds. All exposed non-current carrying metal parts of fixed equipment which are liable to be energized could be required to be grounded.
9. All material and equipment furnished by FSFA for the service order is furnished on a rental basis, remains the property of the FSFA and shall be removed ONLY by FSFA technicians. Price also includes necessary disposable supplies.
10. FSFA technicians are authorized to cut floor coverings when essential for installation of service unless otherwise indicated.
11. Claims for adjustments will not be considered unless the claim(s) is submitted in writing by the vendor/exhibitor prior to the close of the event. The claim(s) must be verified by an FSFA technician prior to close of event.
12. Changes made to vendor/exhibitor electrical service after the initial order is installed will be made at the vendor/exhibitors expense. These changes will be executed on a first come, first serve basis. The charges for new installation will be based on the "Regular" prices, not including any labor and or material charges incurred if the original install or subsequent install/location is deemed "custom" by FSFA technicians. These changes in pricing will be presented to the vendor/exhibitor in writing for approval before any new installations will be made.
13. Credit will not be given for electrical service installed as ordered on the Electrical Service Order Form and not used.
14. 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, vendor/exhibitor will pay FSFA its attorney fees and/or applicable agency fees.
15. 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.
16. Vendor/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, acts of God, faulty vendor/exhibitor equipment or overloads caused by vendor/exhibitor.
17. FSFA will be responsible for all under carpet distribution of electrical wiring.

REGULATIONS AND GENERAL INFORMATION *continued*

18. In the interest of public safety, exhibits in any fairgrounds facilities may be inspected to determine if any violations exist. If they are found, you will be required to hire qualified electricians to determine if the problem can be corrected without creating a safety hazard. If the vendor/exhibitor does not wish to have the fault corrected, electrical service to the offending booth will not be connected. If a vendor/exhibitor is not informed of 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 this point: All wiring must have a 3 wire grounded line cord sized to the piece of equipment being serviced.
19. Electricity will be turned on within 30 minutes of show openings and turned off within 30 minutes after the closing.
20. Additional service charges and labor charged 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.
21. 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.
22. All prices quoted are subject to change without notice.

HOOK-UP CHOICES

Please review the following plug choices offered by the Florida State Fair. In addition to the plug, you are required to have 100' of lead line that is rated for outdoor use.



20A 120V Male Plug
#12 gage outdoor rated cord
required



30A 208V Male Plug
#10 gage outdoor rated cord
required



30A 120V Male Plug
#10 gage outdoor rated cord
required



50A 220V Male Plug
#8/4 gage outdoor rated cord
required

TECHNICAL SUPPORT AND QUESTIONS: Please do not hesitate to contact the Florida State Fair Authority Electrical Office at (813) 740-4642 or Kimberley.Montz@FloridaStateFair.com with any questions or concerns.



ELECTRIC METHOD OF PAYMENT FORM

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PAYMENT TYPE
<p style="text-align: center;">COMPANY CHECK</p> <p>Please make check payable to: Florida State Fair Authority. All foreign checks must be drawn from US banks only. Please reference the event and booth number. No checks will be accepted during move-in.</p> <p>Check Number: _____</p>
<p style="text-align: center;">CREDIT CARD</p> <p>For your convenience, we will use this authorization to charge any remaining balance on your account prior to the event end. A copy of final charges will be sent to the email address provided on this form.</p> <p><input type="checkbox"/> VISA <input type="checkbox"/> MASTERCARD <input type="checkbox"/> AMEX</p>

EVENT:		BOOTH#:	
COMPANY:			
CONTACT:			
CELL:			
STREET ADDRESS:			
CITY, STATE ZIP			
EMAIL:			
CONTRACT #:			

AMOUNT DUE	
ELECTRICAL TOTAL:	\$ _____
SALES TAX:	INCLUDED IN PRICE
TOTAL AMOUNT DUE:	\$ _____

BY SIGNING AND PLACING THIS ORDER, I ACCEPT ALL PAYMENT POLICIES AND THE TERMS AND CONDITIONS OUTLINED ON ALL FORMS COMPLETED.	
SIGNATURE:	
PRINT NAME:	
DATE SUBMITTED:	

PAYMENT INFORMATION																					
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