



# Event Services & Utilities Request Form

1610 COLISEUM DRIVE • HAMPTON, VA • 23666 • PHONE (757) 315-1633 email: [dnilen@thehrcc.com](mailto:dnilen@thehrcc.com)

**FULL PAYMENT MUST BE RECEIVED 14 DAYS PRIOR TO EVENT TO GUARANTEE REQUEST AND TO RECEIVE THE ADVANCE RATE**

Event Name: \_\_\_\_\_ Booth #: \_\_\_\_\_

Event Dates: \_\_\_\_\_ Exhibiting Company: \_\_\_\_\_

Your Contact Name: \_\_\_\_\_ E-mail: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

UTILITIES	24 HR POWER	ADVANCE ORDER	FLOOR ORDER	QTY	AMOUNT
<b>Electrical</b>					
*Service above 20 Amps requires custom installation by an Electrician to be billed at the hourly rate, with a one (1) hour minimum required. For <b>24 Hour Power</b> Needs: Check box, and add 50% to that service.					
2000 watt Receptacle, 110 Volt, 20 Amps		\$ 75.00	\$ 100.00		
1 Phase, 208 Volt, 30 Amps		\$ 200.00	\$ 250.00		
1 Phase, 208 Volt, 60 Amps*		\$ 300.00	\$ 350.00		
1 Phase, 208 Volt, 100 Amps*		\$ 375.00	\$ 425.00		
1 Phase, 208 Volt, 200 Amps*		\$ 600.00	\$ 750.00		
3 Phase, 208 Volt, 30 Amps		\$ 300.00	\$ 350.00		
3 Phase, 208 Volt, 60 Amps*		\$ 400.00	\$ 475.00		
3 Phase, 208 Volt, 100 Amps*		\$ 450.00	\$ 525.00		
3 Phase, 208 Volt, 200 Amps*		\$ 600.00	\$ 725.00		
3 Phase, 480 volt, 30 Amps		Call for Pricing			
3 Phase, 480 volt, 60 Amps*					
3 Phase, 480 volt, 100 Amps*					
3 Phase, 480 volt, 200 Amps*					
<b>Water</b>					
Water/Drain per 100 gal.		\$	50.00		
Water/Drain per 500 gal.		\$	175.00		
<b>Equipment Rental **</b>					
Extension Cord		\$ 20.00	\$ 20.00		
Multi-receptacle Power Strip		\$ 20.00	\$ 20.00		
<b>Labor*</b>					
Electrician/per hour		\$ 45.00	\$ 65.00		
Electrician-Holiday/per hour		\$ 67.50	\$ 97.50		
Electrician-Overtime/per hour		\$ 90.00	\$ 110.00		
<b>Total Utility Order</b>					\$
<b>**Add 6% Tax to all Equipment Orders (Only Items in the "Equipment Rental" section)</b>					\$
<b>Total Utilities + Tax</b>					\$
The HRCC will provide power only in the form of a disconnect for connections over 20 amps. The exhibitor/vendor will be responsible for all cabling, wiring, and connections to their equipment.					

### IMPORTANT CONDITIONS AND REGULATIONS

#### Code Safety and Compliance

1. All equipment provided by clients and exhibitors must comply with all state, local and international safety codes

#### Schedule

1. To qualify for advance order rates, all orders must be received by the Hampton Roads Convention Center at least 14 days in advance. Call 757-315-1633 if you have any questions about your order, or to confirm receipt  
2. Services ordered within 48 hours of event commencement may not be available. PLEASE ORDER IN ADVANCE TO ENSURE SERVICE AVAILABILITY

#### Limitation of Liability

The parties agree that implied warranties of merchantability and fitness for a particular purpose and all other warranties, expressed or implied, are excluded from this agreement. The HRCC does not assume liability for damages of any type whatsoever or for the loss of anticipatory profits resulting from the installation, use, or interruption of the services or for damage of any sort whatsoever to user's goods or equipment arising from the installation, use or interruption of the services or any other cause whatsoever. The HRCC shall not be held responsible for late installation or interruption of any services that may occur

#### Utilities Notes:

1. Only one outlet will be provided for each power line ordered
2. Power cannot be shared between booths
3. Power is located in the most convenient location unless noted on form
4. No refunds for services requested and already installed

### METHOD OF PAYMENT

- CASH or  CHECK    Made payable to: **Hampton Roads Convention Center • HRCC Tax ID # is 54-6001336**  
 AMERICAN EXPRESS     DISCOVER     MASTERCARD     VISA

Credit Card Holder Name: \_\_\_\_\_ E-mail address for receipt: \_\_\_\_\_

**Credit card number: Please list a good phone number to call to discuss this credit card payment in the above section.**

Credit Card Billing Address: \_\_\_\_\_

I authorize the charges detailed within this form to be charged to my credit card listed here. By signing, I also agree that I have read and agree to the terms and conditions set forth for these services by HRCC.

Credit Card Holder Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**TOTAL PAYMENT MUST ACCOMPANY THIS FORM. Please mail to address above, or scan & email to [dnilen@thehrcc.com](mailto:dnilen@thehrcc.com)**



## Telecommunications Services Request Form

### PUBLIC SHOW VENDOR ORDER FORM

• email: [dnilen@thehrcc.com](mailto:dnilen@thehrcc.com)

FULL PAYMENT MUST BE RECEIVED 14 DAYS PRIOR TO EVENT START TO GUARANTEE SERVICE/EQUIPMENT

Event Name: \_\_\_\_\_ Room/Booth #: \_\_\_\_\_

Event Dates: \_\_\_\_\_ Exhibiting Company: \_\_\_\_\_

Contact Name: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

TELECOMMUNICATIONS		RATE	QTY	AMOUNT
Dedicated Phone Line		\$ 125.00		
Standard Desk Telephone		\$ 25.00		
INTERNET SERVICE TYPE	BANDWIDTH	RATE		
WIRED INTERNET SERVICE				
Basic Wired Internet Connection	Up to 5-8 Mbps	\$ 200.00		
Internet Connection to External Host Server Routers permitted	3-5 Mbps	\$ 1,500.00		
Must be approved with City of Hampton	5-10 Mbps	\$ 2,500.00		
Connection speeds above 3Mbps may include 5 Static Public IP addresses	10-20 Mbps	\$ 3,500.00		
WIRELESS INTERNET SERVICE				
HRCC SHOW PACKAGE up to 5mbps Includes (3) devices/(3) Days		\$ 100.00		
EQUIPMENT RENTAL				
Hub/Switch/Router Rental A Hub or Switch may be available for customers wishing to establish LANs		\$ 75.00		
Patch Cables Standard Category 5 patch cables are available in various lengths on a first come first serve basis		\$ 40.00		
				<b>Total Telecommunications Order: \$</b>

#### IMPORTANT CONDITIONS AND REGULATIONS

**Code Safety and Compliance**  
1. All equipment provided by clients and exhibitors must comply with all state, local and international safety codes.

**Limitation of Liability**  
The parties agree that implied warranties of merchantability and fitness for a particular purpose and all other warranties, expressed or implied, are excluded from this agreement. The HRCC does not assume liability for damages of any type whatsoever or for the loss of anticipatory profits resulting from the installation, use, or interruption from the installation, use or interruption of the services or any other cause whatsoever. The HRCC shall not be held responsible for late installation or interruption of any services that may occur.

**Telecommunications Notes:**  
1. If any special data and or networking equipment or services are required which are not detailed on this form, please call 7 57-315-1633.  
2. PLEASE RUN UPDATED ANTI VIRUS SOFTWARE ON YOUR COMPUTER BEFORE YOUR ARRIVAL AT THE FACILITY.  
3. No credits will be issued for unused phone lines installed as ordered.  
4. Only written cancellations will be accepted and must be received seven days before show move in.  
5. Connection to equipment is the exhibitors' responsibility.  
6. Telecommunications panels, floor boxes and equipment must be accessible at all times.  
7. HRCC is responsible for Internet and other HRCC installed cable connections from the point of demarcation to the exhibitor booth.  
8. HRCC will troubleshoot HRCC installed components only.  
9. HRCC is not responsible for lost connections or traffic interruptions. We will work with third parties to resolve circuit issues on a best efforts basis. NO REFUNDS will be given for service interruptions or other network service related downtime.  
10. HRCC is the sole provider of WiFi Internet services within the facility. Customers may not use their own wireless access points, wireless routers, MiFi devices, or any other device that provides shared WiFi Internet Access.

#### METHOD OF PAYMENT

- CASH or  CHECK      **Made payable to: Hampton Roads Convention Center ‡ Tax ID # 54-6001336**
- AMERICAN EXPRESS     DISCOVER     MASTERCARD     VISA     INVOICING

**Invoicing - Invoice sent via email, click secure website to make payment online**

Credit Card Holder Name: \_\_\_\_\_ E-mail address for receipt: \_\_\_\_\_

**Credit card number: Please list a phone number to call to discuss this credit card payment in the above section**

Credit Card Billing Address: \_\_\_\_\_

**I authorize the charges detailed within this form to be charged to my credit card listed here. By signing, I also agree that I have read and agree to the terms and conditions set forth for these services by HRCC.**

Credit Card Holder Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**TOTAL PAYMENT MUST ACCOMPANY THIS FORM. Please mail to address above, or scan & email to [dnilen@thehrcc.com](mailto:dnilen@thehrcc.com)**



# Credit Card Form

Event Name: \_\_\_\_\_ Event ID: \_\_\_\_\_

Event Date(s): \_\_\_\_\_

Dollar Amount: \_\_\_\_\_

I, \_\_\_\_\_, the undersigned, give SMG / Hampton Roads Convention Center authorization to charge the dollar amount as indicated above to my credit card as listed below.

Please check the appropriate form of payment:

American Express       Visa       MasterCard       Discover

***HRCC will contact you for your CC number. Please list a good phone number below.***  
Credit Card Number \_\_\_\_\_ Expiration Date \_\_\_\_\_

Card Holder Name \_\_\_\_\_ 3-digit Security Code \_\_\_\_\_

Credit Card Billing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone Number \_\_\_\_\_ Fax Number (if applicable) \_\_\_\_\_

E-mail Address (if you'd like a receipt of this transaction emailed to you) \_\_\_\_\_

Card Holder Signature \_\_\_\_\_ Today's Date \_\_\_\_\_