



# Connecticut Convention Center

100 Columbus Blvd., Hartford, Connecticut 06103  
**Phone:** 860.728.2640 **Fax:** 860.728.2641 **Cell:** 860.604.6790  
 Forms available online at [www.ctconventions.com](http://www.ctconventions.com)

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## ELECTRICAL SERVICE ORDER FORM

Name of Event:	Date of Event:
Firm Name:	Booth Number:
Street Address:	Contact Person:
City, State, Zip:	On-Site Phone Number:
E-mail Address:	

Payment notice – services will not be supplied until total due is paid in full.  
 Tax must be included unless you submit State of CT Tax Exemption documentation with your order form.  
 Check payment method only accepted on prepaid orders.

**Pre-Paid rates apply to orders paid in full and received 1 day prior to first scheduled move in day.**  
**On-Site rates apply after the 1 day cut off rate. No exceptions.**

### Payment Information Must Accompany Order

**\*\* Online Checkout → Instant Email Confirmation \*\***

1) Visit [www.ctconventions.com](http://www.ctconventions.com) 2) Select Exhibitors 3) Select Order Services

Money Order #:	Check #:
<input type="checkbox"/> MasterCard <input type="checkbox"/> Discover Card <input type="checkbox"/> Visa <input type="checkbox"/> American Express	
Name on card:	
Credit Card #:	
Expiration Date:	
Authorized Signature:	

**\*\* Please submit a floor plan with your order form if you have special requests for where you would like your power to be connected. \*\***

Standard Electrical Service *120 volts – per single outlet	Prepaid Rate	On-Site Rate	Quantity	Subtotal	CT 6.35% Tax	Total
5 amp (550 watts)	\$80.00	\$94.00				
10 amp (1100 watts)	\$90.00	\$104.00				
15 amp (1650 watts)	\$110.00	\$124.00				
20 amp (2200 watts)	\$125.00	\$139.00				

**Special Electrical Service** – requires a minimum charge of 1 hour labor at \$65 per hour per connection.

**\*208 volts – single phase – per single outlet**

	Prepaid Rate	On-Site Rate	Quantity	Labor	CT 6.35% Tax	Total
20 amp	\$130.00	\$152.00				
30 amp	\$220.00	\$264.00				
40 amp	\$250.00	\$314.00				
50 amp	\$325.00	\$380.00				
60 amp	\$400.00	\$465.00				

**Service Accessories** – accessory prices do not include power

	Prepaid Rate	On-Site Rate	Quantity	Subtotal	CT 6.35% Tax	Total
Extension Cord (25 feet)	\$15.00	\$20.00				
Power Strip (15 amp max)	\$22.00	\$26.00				

**ORDER TOTAL:**