



On-Site Utility Services Order Form

Hickory Metro Convention Center

1960 13th Ave Dr SE Hickory, North Carolina 28602
 Phone: (828) 324-8600 Email: chrystal@hickorymetro.com

| | |
|-------------------|----------------------------|
| Event Name: _____ | Advance Rate Before: _____ |
| Event Date: _____ | Regular Rate After: _____ |

Internet – Conditions and Regulations

- There are a small number of hardwired internet lines available and can be purchased on a first come, first served basis.
- If ordering access to the Exhibitor Wi-Fi Network, network name and pass code will be in your booth upon arrival.

*Access to a dedicated non-public network for all show vendors.
 **Hardwired internet has limited availability.

| Quantity | Type | Advanced Rate | Regular Rate | Amount |
|-----------------|---------------------------|---------------|--------------|----------|
| _____ | *Vendor Network | \$25.00 | \$40.00 | \$ _____ |
| _____ | **Hardwired Line/Ethernet | \$196.00 | \$250.00 | \$ _____ |
| n/a | HMCC Guest Internet | FREE | FREE | \$ _____ |
| Internet Total: | | | | \$ _____ |

Electrical – Conditions and Regulations

- Rates listed below only cover bringing the electrical drop to the booth in the most convenient manner and does not include connecting equipment or special work. HMCC does not provide additional attachments, plugs or equipment for hookups.
- If you require an HMCC certified electrician to connect your equipment or there is any special work to be done regarding your electrical service, **you MUST fill out the section below to make arrangements in advance. Special work and equipment connections will be billed to the exhibitor and will be in addition to the cost of the electrical drop. Payment must be made the same day that the work is performed.**
- All material and equipment furnished by an HMCC certified electrician shall remain at the Center after close of the show. If material and equipment is taken, the ordering Exhibitor will incur a fee for the replacement of those items.
- Should you fail to make advance arrangements for an HMCC certified electrician to connect equipment or perform special work, HMCC does not guarantee that an electrician will be available to perform special work and provide connection to your electrical drop.
- If your electrical drops need to be in a specific location in the booth, please attach a layout of drop locations. If your electrical drop must be moved after initial placement, a fee will be assessed.
- Extension cords are to be provided by the ordering Exhibitor. HMCC does not rent extension cords. All extension cords used must be at least 16 gauge, grounded and UL Listed.

Quantity of 1 electric – 120v, 20 amp (Single Phase) will provide for two (2) standard plugs.

| Quantity | Volts | Amp | Phase | Advanced Rate | Regular Rate | Amount |
|---|------------|-------------|--------------|---------------|-------------------|----------|
| _____ | 120 volts | 20 amp | Single phase | \$100.00 | \$130.00 | \$ _____ |
| _____ | 208 volts | 20 amp | Single phase | \$140.00 | \$215.00 | \$ _____ |
| _____ | 208 volts | 30 amp | Single phase | \$190.00 | \$260.00 | \$ _____ |
| _____ | 208 volts | 50 amp | Single phase | \$250.00 | \$380.00 | \$ _____ |
| _____ | 208 volts | 20 amp | Three phase | \$215.00 | \$296.00 | \$ _____ |
| _____ | 208 volts | 30 amp | Three phase | \$274.00 | \$408.00 | \$ _____ |
| _____ | 208 volts | 50 amp | Three phase | \$400.00 | \$591.00 | \$ _____ |
| _____ | 208 volts | 100 amp | Three phase | \$800.00 | \$860.00 | \$ _____ |
| _____ | *460 volts | Up to 60amp | Three phase | \$TBD | | \$ _____ |
| *Limited number available upon request – Hickory 1-4 only | | | | | Electrical Total: | \$ _____ |

I require an HMCC certified electrician to connect: YES NO

Please state date connection needed:

Estimated time needed:

Compressed Air – Conditions and Regulations

1. Rates listed below only cover bringing the air drop to the booth in the most convenient manner and does not include connecting equipment or special work. HMCC does not provide additional connections, adapters, or equipment for hookups.
2. All material and equipment furnished by HMCC shall remain at the Convention Center after close of the show. If material or equipment furnished by HMCC is taken, the ordering Exhibitor will incur a fee for the replacement of those items.
3. If your air drops need to be in a specific location in the booth, please attach a layout of drop locations. If your air drop must be moved after initial placement, a fee will be assessed.
4. It is recommended that Exhibitors provide a filter separator or dryer for all equipment requiring air lines. HMCC will not be responsible for moisture or water in airlines.
5. If air pressure is critical, it is recommended that Exhibitors supply a pressure regulator. HMCC does not guarantee minimum and maximum air pressure.

| (90-100 PSI) (Only available in Hickory 1-4) | | | | |
|--|-----------------------|---------------|--------------|----------|
| Quantity | Type | Advanced Rate | Regular Rate | Amount |
| _____ | 1 connection – ½" | \$205.00 | \$305.00 | \$ _____ |
| _____ | *Each additional – ½" | \$155.00 | \$205.00 | \$ _____ |
| _____ | 1 connection – ¾" | \$265.00 | \$365.00 | \$ _____ |
| _____ | *Each additional – ¾" | \$255.00 | \$375.00 | \$ _____ |
| Compressed Air Total: | | | | \$ _____ |

TOTAL UTILITY CHARGES: \$ _____ (total fee for all utilities requested)

Payment – Conditions and Regulations

1. Payment in full for the electrical drop(s), and/or internet must accompany the order. No exceptions.
2. Payment can be made by cash, credit card (MasterCard, Visa, American Express or Discover), or check (payable to Hickory Metro Convention Center or HMCC). All returned checks will incur a \$35.00 returned check fee. All credit card payments will incur a 4% service fee in addition to the total utility rate amount.
3. Advanced orders must be received by:
HMCC does not guarantee service prior to show opening for late orders.
4. Notice of cancellation must be received prior to first scheduled move-in date to receive credit. Credit will not be given for services installed and not used.

Please print clearly OR type.

| | | |
|--------------------|-------|----------------|
| Exhibitor Name: | _____ | |
| Exhibitor Contact: | _____ | Booth #: _____ |
| Phone: | _____ | |

Payment Method _____ Cash _____ Check _____ *Credit Card
4% service fee will be added to your utility total.

| | | | |
|--------------------|-------|----------------|-------|
| Name on card: | _____ | | |
| Credit Card #: | _____ | | |
| Expiration Date: | _____ | Security Code: | _____ |
| Billing Zip: | _____ | Email: | _____ |
| Authorizing Party: | _____ | Date: | _____ |