



Convention Center & Visitors Bureau

## On-Site Utility Services Order Form

### Hickory Metro Convention Center

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

#### **Conditions & Regulations:**

1. Payment in full 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.
3. Advanced orders must be received a minimum of twenty (20) days prior to first scheduled move-in day. 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 in order to receive credit. Credit will not be given for services installed and not used.
5. All material and equipment furnished by Hickory Metro Convention Center for this service order shall remain in the Center's property and shall be removed only by HMCC personnel at the close of the show.
6. Extension cords must be provided by the ordering Exhibitor. All extension cords used must be at least 16-gauge, grounded, UL listed.
7. All equipment must meet federal, state, and local safety codes.
8. Rates quoted for all connections cover only bringing of service to the booth in the most convenient manner and do not include connecting equipment or special work.
9. Air hose will be dropped as ordered and Exhibitor must bring connectors and/or adaptors as needed.
10. 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.
11. If air pressure is critical, it is recommended that Exhibitors supply a pressure regulator. HMCC does not guarantee minimum and maximum pressure.

#### **ELECTRIC**

Quantity/Type	Advance Rate	Regular Rate	Amount
_____ 120volt, 20amp (single phase)	\$75.00	\$120.00	\$ _____
_____ 208volt, 20amp (single phase)	\$140.00	\$205.00	\$ _____
_____ 208volt, 30amp (single phase)	\$183.00	\$254.00	\$ _____
_____ 208volt, 50amp (single phase)	\$249.00	\$372.00	\$ _____
_____ 208volt, 20amp (three phase)	\$200.00	\$286.00	\$ _____
_____ 208volt, 30amp (three phase)	\$274.00	\$398.00	\$ _____
_____ 208volt, 50amp (three phase)	\$400.00	\$581.00	\$ _____
_____ 208volt, 100amp (three phase)	\$752.00	\$860.00	\$ _____
_____ *460volt, up to 60amp (three phase)	\$TBD		\$ _____

\*limited number available upon request - Hickory 1-4 only

\*continued on reverse side

**COMPRESSED AIR (90-100 PSI) (Only available in Hickory 1-4)**

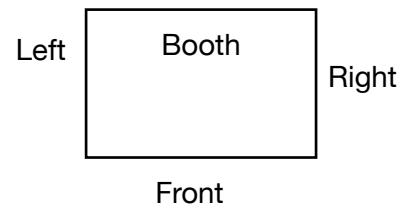
Quantity/Type	Advance Rate	Regular Rate	Amount
_____ 1 connection - 1/2"	\$200.00	\$300.00	\$ _____
_____ Each additional - 1/2"	\$150.00	\$200.00	\$ _____
_____ 1 connection - 3/4"	\$260.00	\$360.00	\$ _____
_____ Each additional - 3/4"	\$249.00	\$372.00	\$ _____

TOTAL ELECTRICAL CHARGE(S): \$ \_\_\_\_\_  
 TOTAL COMPRESSED AIR CHARGE(S): \$ \_\_\_\_\_  
 TOTAL OWED TO HMCC: \$ \_\_\_\_\_

**Please Print Clearly**

Name of Event \_\_\_\_\_  
 Event Date \_\_\_\_\_ Booth # \_\_\_\_\_  
 Company Name \_\_\_\_\_  
 Contact \_\_\_\_\_  
 Phone \_\_\_\_\_  
 Email \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_  
 State \_\_\_\_\_ Zip \_\_\_\_\_

Please use the diagram below to indicate the desired locations for desired utility service orders.



**Payment Method**

\_\_\_\_\_ Cash \_\_\_\_\_ Check

\_\_\_\_\_ Credit Card\*\*\*3.2% added for credit card payment.

Name on card \_\_\_\_\_

Credit Card # \_\_\_\_\_

Expiration Date \_\_\_\_\_ Security Code \_\_\_\_\_

Authorizing Signature \_\_\_\_\_

Date \_\_\_\_\_

\*Please email or mail order by the deadline in order to ensure desired services.

Email: [info@hickorymetro.com](mailto:info@hickorymetro.com)

\*When your payment is processed via credit card, you will receive a receipt via email.

\*Questions: (828) 324-8600

HMCC Use Only:

Date order received \_\_\_\_\_

Received by \_\_\_\_\_