



# Jacob K. Javits Convention Center

655 West 34th Street  
New York, NY 10001-1188  
212-216-2090  
www.javitscenter.com

## SERVICE ORDER(S) PAYMENT FORM



### Required for Electrical, Cleaning, Plumbing, and Telecommunication Services

(No service will be provided without payment and completion of Section 1 & 2 and the return of this form as well as a booth floor plan, where appropriate, and the order form for the specific service required.)



Customers who choose to pay by check or money order must also supply a valid credit card number. Credit Card charges are limited to \$10,000 per order/invoice. Any order exceeding \$10,000 must be paid by company check. Any balance due during or at the end of the show and does not exceed \$10,000 will be billed directly to the credit card number. The Advance rate will only be valid and processed for orders with payment postmarked, faxed or emailed 15 days prior to the show opening date. By your signature below, you acknowledge and agree to these terms and authorize JKJCC to bill your credit card. Personal checks or checks drawn on foreign banks are not accepted. Failure to follow these instructions will result in a delay in services.

Make checks payable to the JACOB K. JAVITS CONVENTION CENTER.

Please return order forms with payment to:

Jacob K. Javits Convention Center  
655 West 34th Street  
New York, NY 10001-1188  
Fax: 212-216-4169

Email COMPLETED & SIGNED Service Forms to: services@javitscenter.com

Show Name: (13573) Web 2.0	Show Booth:	Show Date(mm/yy): 09/08
Exhibiting Company Name:		

### Section 1 (Billing Information)

Billing Company Name: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Contact: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Contact Signature: \_\_\_\_\_

### Section 2 (Billing Credit Card expiration date must be valid throughout the event listed above)

American Express     MasterCard     Visa     Diners Club

Card Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_ / \_\_\_\_\_  
Month Year

Card Holders Name (Print): \_\_\_\_\_

Card Holders Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Contact: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

### Section 3

Please check here if checks are included.      Email Address: \_\_\_\_\_

For faster ordering with a confirmation call toll-free 1.877.452.8487  
or go to www.javitscenter.com

# **Floor Plan Distribution Only**

Use for floor plans ONLY

NOTE: Submit a floor plan ONLY to the departments you have ordered services from.

**All plans MUST include:**

Show Name  
Company Name  
Booth Number or Location

## **Electrical:**

Fax: 212.216.4169  
Mail: Electrician c/o JKJCC  
655 West 34th Street  
New York, NY 10001-1188

## **Plumbing:**

Fax: 212.216.4169  
Mail: Plumber c/o JKJCC  
655 West 34th Street  
New York, NY 10001-1188

## **Telecommunication:**

Fax: 212.216.4169  
Mail: Telecommunication Installation c/o JKJCC  
655 West 34th Street  
New York, NY 10001-1188

## **Important Notice:**

\* **No** service will be provided without a Service Request Form **AND** a Credit Card on file.



# Jacob K. Javits Convention Center

## Electrical Request Form



This Order Form and payment must be postmarked or faxed 15 days prior to show opening date to qualify for Advance Rate. All orders must be submitted with a signed Service Order Payment Form.

Full Name Of Event (13573) Web 2.0

Month/Year September 2008

Company Name \_\_\_\_\_ Booth Number \_\_\_\_\_

Advance Rate Deadline: September 1, 2008

I ALSO AUTHORIZE CHARGING ANY UNPAID BALANCE TO MY CREDIT CARD SUBMITTED ON THE JKCC PAYMENT POLICY FORM.

Event Contact \_\_\_\_\_ Email Address \_\_\_\_\_

Phone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

Item#	Description	Quantity	Advance Rate	Standard Rate	Amount
110 volt Electric Service Connections ( Lights, Computers & Small Appliances )			**** Prices subject to change without notice ****		
E25	Up to 500 watts An exhibitor with a 100 sq. ft booth and one 500 watt order may hang and dismantle their own lights without tools and ladders (See Exception *** Below)		\$ 99.00	\$ 131.00	
E26	501 - 1000 watts		\$165.00	\$ 228.00	
E27	1001 - 1500 watts add 25% for 24 hr. service ( use only with above outlets )		\$196.00	\$ 274.00	
E28	Multi Box - 4 Outlets ( use only with above outlets; 1 unit per connection)		\$ 31.00	\$ 43.00	
E29	Plug Strip - 8 Outlets ( use only with above outlets; 1 unit per connection )		\$ 31.00	\$ 43.00	
110 volt Electric Equipment Connections ( One Dedicated Line for Heavy Duty Service ONLY )					
E30	1501 - 2000 watts		\$217.00	\$ 305.00	
E31	2001 - 2500 watts For 208 or 460 volt Service add 25% for 24 hr. service		\$288.00	\$ 392.00	
*****SEE ATTACHED PRICE LIST*****					
FLOOD LIGHTS: JKCC Equipment only ( Includes labor and Outlet )					
E32	One 120 Watt Flood lamp - Clamp On		\$149.00	\$ 180.00	
E33	Twin 120 Watt Flood lamp - Goose Neck		\$181.00	\$ 210.00	
E82	150 Watt Skanda Light		\$161.00	\$ 185.00	
E80	One 300 Watt Light Quartz		\$169.00	\$ 185.00	
S85	1 - 1000 Watt Parcan ( Floor Plan Required ) Any Parcan order received less than 15 days prior to show opening will be subject to labor charges		\$370.00	\$ 370.00 + LABOR	

LABOR CHARGED IN HALF HOUR INCREMENTS		
Straight Time	7:30am to 3pm, Monday through Friday	\$113.00 per hour
Overtime	All hours other than above and Sat., Sun., and Holidays	\$146.00 per hour
Move Out Charge		\$133.00 per hour
SERVICES BELOW REQUIRE LABOR		
208 or 460 Volt Orders		
Operating sound and light systems		
Installing and removing exhibitor-owned lighting ( more than 6 )		
Taping down and securing wires for 3 or more 110 Volt services per booth		
Overhead work on manlifts		
Correcting code violations		
Use of manlift \$100.87 per hr; \$402.37 for 4 hours OR more per day for exclusive use. (Electrical orders only)		
***A \$35 fee will be assessed for installing and removing exhibitor-owned lights for exhibits with 6 or less lights unless the booth is a 10 x 10 pop-up with 4 lights.		

Total \$ \_\_\_\_\_

Floor Plan Required

See Page 2 for mailing instructions

<p align="center">JKJCC USE ONLY</p> <p>Received By _____</p> <p>Credit Card Authorization # _____</p> <p>Check # _____</p> <p>Invoice # _____</p> <p>Labor # _____</p> <p>Tracking # _____</p> <p>Customer # _____</p> <p>On-site Customer Signature _____</p>	<p align="center">JKJCC PAID STAMP</p>	<p align="center">Special Conditions, Materials, and 24-Hour Service</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p align="center">See reverse side for instructions and conditions.</p>
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# ELECTRICAL SERVICES REQUEST

## SERVICE ORDER INFORMATION

1. Conditions for processing service order forms are:
  - a. **Prices subject to change without notice.** PAYMENT AND CREDIT CARD INFORMATION FOR SERVICE MUST ACCOMPANY SERVICE REQUEST. Date payment is received shall determine the applicable rate.
  - b. Incomplete information regarding hook-up or power requirement will delay processing.
  - c. Booth Number(s) must be identified on face of form.
  - d. Desired location of power in booth(s) must be designated. For large booth, attach floor plan.
  - e. If third party billing is required, service contract must include company name c/o display house. Display house address and contact name must be indicated on service contract. Payment policy will apply.
2. Credit will not be given for electrical service installed and not used. Services cancelled prior to installation will be subject to cancellation fee.
3. Claims will not be considered unless filed by exhibitor prior to close of exposition at the JKJCC Service Desk. Non-receipt of service must be reported to the JKJCC Service Desk prior to close of the day for verification and consideration.
4. Unpaid balances are subject to past due penalties.
5. Returned checks will be subject to a \$25.00 fee plus forfeiture of the discount rate for all services ordered.

## IMPORTANT RULES AND REGULATIONS

1. With some exceptions, no one other than a JKJCC electrician can make any electrical connections or install/ remove cable or fixtures. Please consult Show Management or JKJCC personnel for additional information.
2. Unless otherwise noted, all material and equipment furnished by JKJCC for service shall remain the property of JKJCC and shall be removed only by the JKJCC at the show closing.
3. Permanent building utility outlets are not part of booth space and are not to be used by exhibitors.
4. Use of open clip sockets, latex or lamp cord wire, duplex or triplex attachment plugs in exhibits is prohibited.
5. All exhibitors' cords must be of the three-wired type. All exposed non-current-carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.
6. All electrical equipment must be properly tagged and wired with complete information as to type of current, voltage, phase, cycle, horsepower, etc.
7. Electrical power for lights and displays will be turned on one hour prior to show opening and turned off at show closing.
8. Unless otherwise directed, JKJCC installers are authorized to cut floor coverings to permit installation of service.
9. JKJCC is not responsible for voltage fluctuation or power failure because of temporary conditions.
10. All electrical service connections (110V) include one female outlet unless a multibox or plug-in strip is ordered.

TIPPING IS NOT PERMITTED ANY REQUESTS FROM PERSONNEL FOR GRATUITIES SHOULD BE IMMEDIATELY REPORTED TO JKJCC MANAGEMENT.

MAKE CHECKS PAYABLE TO THE JAVITS CENTER  
Please retain a copy for your records.

**Return with payment to:**  
Jacob K. Javits Convention Center  
655 West 34th Street  
New York, NY 10001-1188

Phone 212.216.2090  
Fax 212.216.4169 (**Credit Card Payment Only**)  
[www.javitscenter.com](http://www.javitscenter.com)