333 John Q. Hammons Parkway
Springfield, MO 65806
Phone: 417-522-1144
Fax: 417-864-3077
Email: lani.cook@jqh.com

UNIVERSITY PLAZA HOTEL **Method of Payment Must Accompany Your Order**

Name of Show:_____

Company Name:_____

Contact Name:_____

ELECTRICAL: All connections to building power must be done by University Plaza Hotel Electricians. They are responsible for assembling, installing and dismantling any equipment that uses electricity as a source of power and draws that power from the building's electrical system. If you require electrical service to your booth(s), please refer to the order **form attached.**

We offer the following electrical services

VOLTAGES	AMPS RANGE	PHASE
120 Volts	15-20	Single
208 Volts	20-60	Single and Three
480 Volts	277-480	Three

Only ONE Piece of equipment may be connected to ONE electrical service.

All electrical wiring and equipment installed at the University Plaza Hotel & Convention Center must comply with the City of Springfield Electrical Code. Our electricians reserve the right to refuse connections where wiring constitutes a safety hazard or does not meet the City Code.

If a client is found in non-compliance of the Code, we may be able to correct the fault and restore the booth to Code. This will be done on a time and materials basis at the exhibitor's expense

Code requires that electrical circuits not be loaded beyond 80 percent of their rated ampacity.

All 120-volt cords and cables must be 3-wire grounded. All larger cables must contain a ground wire also. 2-wire fixtures and electrical cords are not allowed.

Spring clamp light fixtures are not allowed.

Electrical wiring or equipment such as lights or cords may not be attached to booth dividers or curtains.

When ordering, pay particular attention to the **DEADLINE DATE**. You may order services after the deadline date, however the services will be billed at a higher rate. Please note to two pricing titles, "Advance" and "Floor". The ADVANCE rates apply when your COMPLETE ORDER AND PAYMENT are received by us on or before the deadline date. The FLOOR rate applies to all orders received after the deadline date (Late Order), orders received before the deadline date without full payment (Partial Order), and all orders placed or changed on site (On-Site Order). To save money and help us to plan effectively, place your order by the deadline date.

DEADLINE FOR ADVANCE ORDER PRICING IS
July 17, 2017

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UNIVERSITY PLAZA HOTEL

Method of Payment Must Accompany Your Order

ELECTRICAL SERVICES ORDER FORM

Name of Show:_____

Company Name:_____

Contact Name: _____

ELECTRICAL SERVICES

We offer the following electrical services. Rates include labor

VOLTAGES	AMPS RANGE	PHASE
120 Volts	15-20	Single
208 Volts	20-60	Single and Three
480 Volts	277-480	Three

120 Volt Electric Service Connections (15-20 Amps) Single Phase

QTY	DESCRIPTION	Advance Rate (on or before 07/17/17)	Floor Rate (after 07/17/17)	Amount Due
	Outlet (1-20 amps)	$50.00	$75.00	
			TOTAL DUE	$

ELECTRICAL SUPPLIES

QTY	DESCRIPTION	Advance Rate (on or before 07/1717)	Floor Rate (after 07/17/17)	Amount Due
	Surge Protector (6 outlets)	$35.00	$50.00	
	Extension Cord – 25 feet	$35.00	$50.00	
	Extension Cord – 50- feet	$45.00	$60.00	
	Extension Cord – 100 feet	$55.00	$70.00	
			TOTAL DUE	**$**

ELECTRICAL SERVICES (continued)

208 Volts Electric Service Connections (20-60) Amps Single Phase

QTY	DESCRIPTION	Advance Rate (on or before 07/17/17)	Floor Rate (after 07/17/17)	Amount Due
	20 Amp	$100.00	$150.00	
	30 Amp	$125.00	$175.00	
	40 Amp	$150.00	$200.00	
	50 Amp	$200.00	$300.00	
	60 Amp	$200.00	$400.00	
			TOTAL DUE	**$**

208 Volts Electric Service Connections (20-60) Amps Three Phase

QTY	DESCRIPTION	Advance Rate (on or before 07/17/17)	Floor Rate (after 07/17/17)	Amount Due
	20 Amp	$150.00	$200.00	
	30 Amp	$200.00	$400.00	
	40 Amp	$250.00	$500.00	
	50 Amp	$300.00	$600.00	
	60 Amp	$400.00	$800.00	
			TOTAL DUE	**$**

Please call if 480 service is required

Payment Method

☐ Check or Money Order Enclosed

All orders must include valid credit cart number ☐ Visa ☐ MasterCard ☐ AMEX

CREDIT CARD NUMBER (do not leave spaces between numbers)

I also authorize charging any unpaid balance to my credit card

Credit Card Expiration – Date must be valid throughout the event date _____

_____ _____ _____

CREDIT CARD HOLDER SIGNATURE NAME AS IT APPEARS ON CREDIT CARD DATE

Please make checks payable to University Plaza Hotel & Convention Center

Return your order form to:
333 John Q. Hammons Parkway
Springfield, MO 65806
ATTENTION: SALES AND CATERING
OR BY FAX TO: 417-864-3077
OR BY EMAIL TO: lani.cook@jqh.com

In order to manager the power load in each row of the exhibit hall, it would be greatly appreciated if you can provide a brief description of what you will be plugging in at your booth.

_____

_____