



## Utility Service Order Form

Name of Exhibition or Show: \_\_\_\_\_

Exhibitor's Name: \_\_\_\_\_ Booth Number: \_\_\_\_\_

Exhibitor Company/Organization: \_\_\_\_\_

Date of Show: \_\_\_\_\_ Phone: \_\_\_\_\_

Method of Payment: \_\_\_\_\_

**Electrical Current Charges:**

Should it be necessary to hook up power to any devices, machinery and/or equipment, a labor order must be placed with your coordinator in advance. Estimated electrical usage per circuit is included in total price. ALL PRICES ARE SUBJECT TO CHANGE. **Deadline for service request is seven (7) days prior to arrival. THERE IS NO CHARGE FOR SET UP DAY.**

<u>Quantity/Requirements</u>	<u>Amps</u>	<u>Unit Charge (tax included)</u>	<u>Total</u>
_____ 110 volts (1 Duplex Outlet)	20	\$ 90.00 (One Time Charge)	\$ _____
_____ 220 volts (1 Duplex Outlet)	50	\$270.63 (Per Day Charge)	\$ _____
_____ 10' to 25' Extension Cord		\$5.42 (per day)	\$ _____
_____ Power Strip		\$10.83 (per day)	\$ _____

- **THIS CONVENTION CENTER RESERVES THE RIGHT TO LIMIT ANY AVAILABLE POWER SUPPLY.**

**Phone Charges:** This is a per day charge.

<u>Quantity/Item</u>	<u>Unit Charge (tax included)</u>	<u>Total</u>
_____ Standard Phone Line/ with phone	\$108.25 per day	\$ _____

- Direct Lines are not available

**Internet Charges:**

<u>Quantity/Item</u>	<u>Unit Charge (tax included)</u>	<u>Total</u>
_____ Wired (T1) Highspeed Internet Line	\$108.25 per day	\$ _____

- The Convention Center does provide complimentary wireless internet.

**Water Charges:**

<u>Quantity/Item</u>	<u>Unit Charge (tax included)</u>	<u>Total</u>
_____ Water Connection	\$108.25 per day	\$ _____
_____ Gallons of Water	\$1 per gallon	\$ _____



**CREDIT CARD BILLING AUTHORIZATION FORM**

Date: \_\_\_\_\_

Convention Name: \_\_\_\_\_

Convention Dates: \_\_\_\_\_

Exhibitor Company/Organization: \_\_\_\_\_

Exhibitor Booth Number: \_\_\_\_\_

Contact Name: \_\_\_\_\_

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

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

Contact Email: \_\_\_\_\_

Name on Credit Card: \_\_\_\_\_

Card: (MASTER CARD, AMERICAN EXPRESS, VISA DISCOVER, DINERS CLUB)

Card Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

Amount Approved for Billing: \$ \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Please complete and fax form to David Townsend at (409) 744-6913 or email to dtownsend@ldry.com. If you have any questions, please contact me at (409) 740-8635. To send payment in advance via check, mail to Galveston Island Convention Center, 5222 Seawall BLVD, Galveston, TX 77551 ATTN. David Townsend. PLEASE NOTE THIS IS NOT THE CONVENTION CENTER RECEIVING ADDRESS.