

Event Name	SC08	Event Date	November 17 – 20, 2008	Discount Deadline	October 31, 2008
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Order Discount Deadline: October 31, 2008

The Austin Convention Center Utility Services Division (ACCD) looks forward to working with you and assisting you with your exhibit booth and utility service requirements. Enclosed is information intended to assist you in placing your utility service order.

ACCD offers a Discount Rate and Standard Rate. Services are installed after full payment is received.

To qualify for the Discount Rate, the attached ACCD forms must be received or postmarked on or before Friday, October 31, 2008. Orders are not processed if these forms are not completed and received.

1. Payment Authorization Form (authorizing full payment)
2. Service Order Form
3. Booth Grid/Layout Form

Orders received after Friday, October 31, 2008, qualify for the Standard Rate.

Service category:

- 120 Volt Electrical Services
- 208 Volt Electrical Services
- Compressed Air, Water & Drain Services
- Telephone Services
- Equipment

Please call (512) 404-4236, Monday – Friday, 8am to 5pm (CST) or email sc08utilities@ci.austin.tx.us with questions.

Thank you for your *Advance* order.

General Terms and Conditions

- **ACCD does not guarantee services ordered after October 31, 2008.**
- On-site orders or changes to installed services must be placed at the Utility Service Desk and is not guaranteed prior to show opening.
- All connections must comply with federal, state and local safety codes.
- The Austin Convention Center is a non-union building; however, service connections to building utility boxes or into floor pockets must be made by ACCD personnel.
- Floor pocket access is restricted to exhibitors.
- Wall or permanent building outlets and ports are not for exhibitor use.
- ACCD requires exhibitor to arrange for regulating devices including, but not limited to regulator valves, line conditioners and backflow.
- ACCD is not responsible for power failures or fluctuation in voltage, air or water pressures.
- Exhibitor agrees to indemnify and hold harmless ACCD, City of Austin and their respective officers, agents and employees, against and from claims for property damage and personal injury including death, caused by exhibitor negligence including, but not limited to, the use or misuse of utility services and equipment supplied by ACCD under this order.
- Exhibitor is responsible for damage caused by exhibitor’s equipment, acts and omissions, including, but not limited to any services and equipment supplied by ACCD.
- If by reason of any default on the part of exhibitor hereunder, it becomes necessary to engage an attorney, the exhibitor agrees to pay all costs, expenses, and attorney fees expended or incurred by ACCD in connection herein.



Austin Convention Center Department

Utility Services, 500 East Cesar Chavez Street, Austin Texas, 78701
Main Phone (512) 404-4000 * Utility Services (512) 404-4236 * Fax (512) 404-4220
Federal Tax ID: 74-6000085

Payment Authorization Form

Order not processed without this form
UTL _____ (for ACCD use only)

Event Name	SC08	Event Date	November 17 – 20, 2008	Discount Deadline	October 31, 2008
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Exhibitor Information

Company Name		Booth Number	
Address			
City		State	Zip
Service Order Contact		On-site Contact & Phone Number	
Service Order Contact Email address		On-site Contact Email address	
Service Order Contact Fax Number	Service Order Contact Phone Number		

AUTHORIZATION * Orders submitted without a signature are not processed.* I have read and agree with the terms and conditions as stated in the Utility Information.

Authorization Signature Required

Payment Method

<input type="radio"/> Check ----- <input type="radio"/> Credit Card Type ----- <input type="radio"/> AMEX <input type="radio"/> Visa <input type="radio"/> MC <input type="radio"/> Discover	<input type="radio"/> Bank Transfer: Bank of America, Austin TX, ABA 26009593 Acct # 488005759350 Acct Name: Investment Pool Receiving, Swift Code: BOFAUS3N Customers responsible for bank processing fees Reference name of event and booth number to properly credit your account.
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Credit Card Number	Expiration Date
Name as it appears on credit card	Card Holder Signature Required

ACCD is authorized to charge for additional services provided.

Payment Terms

- Full payment is required prior to service connection.
- Advance pre-paid orders have priority over on-site orders.
- Services provided as a result of booth requirements are assessed appropriate labor and equipment fees.
- Exhibit booths are audited for services used but not ordered during the event. The Standard Rate is assessed for such services.
- ACCD property or materials damaged or lost as a result of exhibitor negligence is billed to the exhibitor at the full replacement value plus administrative fee.
- ACCD materials remain the property of ACCD unless otherwise specified.
- Rates are subject to change without notice.

Refunds & Cancellations

- A Refund is NOT issued for services or equipment installed and not used.
- Invoice questions must be settled on-site.
- Refunds minus the \$25.00 processing fee are processed within 30 days after event last move-out day.
- All sales tax paid is refunded within 30 days after event last move-out day.
- **All cancellations and/or refund requests must be made in writing. Refund requests are not accepted by telephone. If refund request is posted marked on or before November 10, 2008, fees are returned minus the \$25.00 processing fee. Refund requests are not accepted after November 10, 2008.**

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Discount Deadline: October 31, 2008, Orders must include:

1. Payment In Full, Payment Authorization Form (pg 1)
2. Utility Order Form (pg 2)
3. Booth Floor Plan Form (pg 3) or a Detailed Booth Floor Plan Diagram

Exhibitor Information			
Company Name		Booth Number	Booth Size
Company Contact	Phone Number	Email Address	
Overhead Power (see Overhead Power in Electrical Information) <input type="radio"/> Audio Visual (AV) <input type="radio"/> Rotating Sign <input type="radio"/> Lighted Sign <input type="radio"/> Other (specify)		Booth Type <input type="radio"/> One Story <input type="radio"/> Two Story	Booth Catering <input type="radio"/> Yes <input type="radio"/> No

List Sub-Contractors / Specialty Contractors Providing Additional Service In Your Booth		
Exhibitor Appointed Contractor (EAC)	EAC Phone Number	EAC Email Address
Sub-Contractor(s) - company & representative	Phone Number	Email Address

AUTHORIZATION * Orders submitted without a signature will not be processed.* I have read and agree with the terms and conditions as stated in the Utility Service Information.
Authorization Signature Required

Quantity	Product ID	Product Description	Unit Price	Total
	E101	120 Volt, 1000 Watt outlet, 8 Amp	\$	\$
	E102	120 Volt, 15 Amp outlet	\$	\$
	E103	120 Volt 20 Amp outlet	\$	\$
	P	208 Volt _____ Amps _____ Phase	\$	\$
	P	208 Volt _____ Amps _____ Phase	\$	\$
	P	208 Volt _____ Amps _____ Phase	\$	\$
	M101	Standard Labor	\$ 40.00	\$
	M102	Overtime Labor	\$ 60.00	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
Full Payment is required prior to service connection.			Total Due	\$

- Select the required service -- enter the Quantity, the Product ID, the Description, the Unit Price and the Total.
- Mail to: 500 E. Cesar Chavez Street, Austin Texas 78701 or Fax to: (512) 404-4220.
- To receive Discount Rate, order must be received on or before October 31, 2008, with booth diagram and full payment.

Cancellations and Refunds

- All cancellations and/or refund requests must be made in writing. Refund requests are not accepted by telephone. If request is post marked on or before November 10, 2008, fees will be returned minus a \$25.00 processing fee. Refund requests are not accepted after November 10, 2008.



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Booth Floor Plan Form

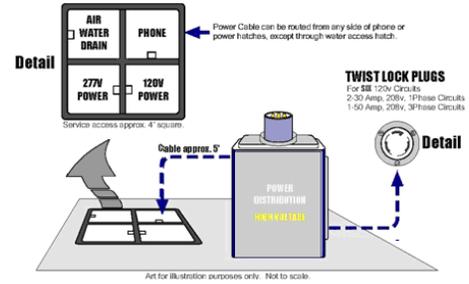
Order not processed without this form.
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Exhibitor Information	
Company Name	Booth Number

Main Power Distribution Box Information

- The Austin Convention Center utility service access is located in the floor 30' apart. Identified on the floor plan as small squares. Contact Show Manager to obtain a show floor plan.
- A power distribution box provides electrical power to the booth. Approximate dimensions - 24" x 18" x 6" with a 5' long 2" thick cable plugged into the service hatch. Twist-lock extension cords are plugged into the distribution box and electrical cords are placed in booth.
- Repositioning the box may not be possible, may restrict the amount of power available and may require sharing electrical circuits. Call (512) 404-4236 for questions.



Utility Service Distribution Grid

Use grid scale provided below or submit a detailed booth floor plan diagram.

Include the following:

- Main power distribution box placement
- Booth orientation. Identify adjacent booth numbers or aisles.
- Placement of services. Use key below to mark type of service on floor plan

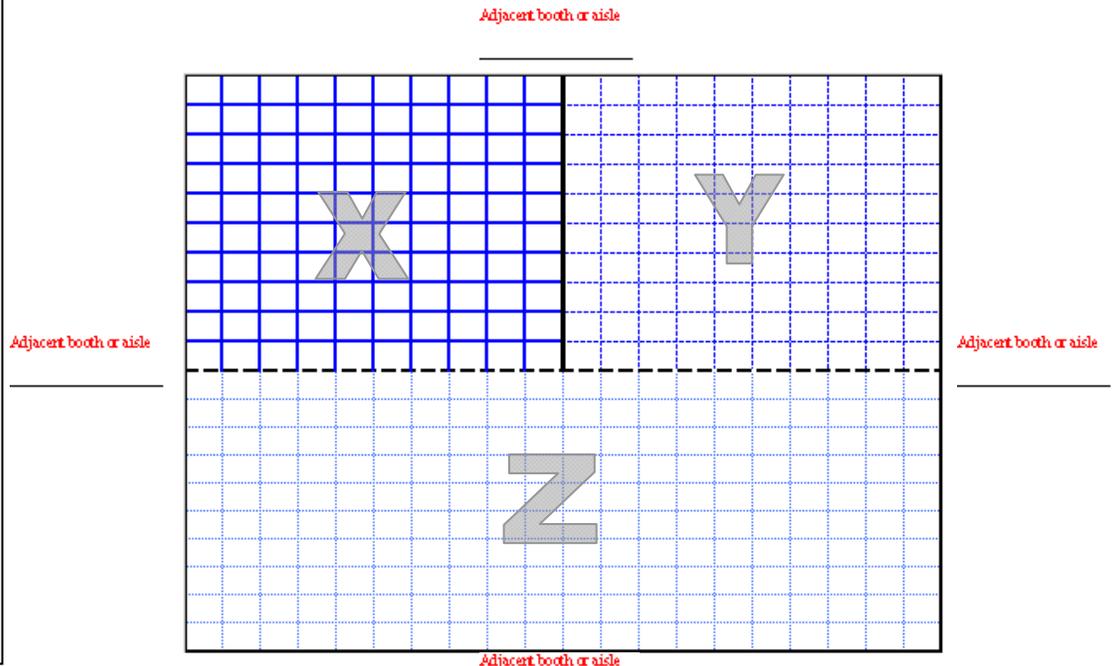
Your Booth Size: _____ X _____

Select Scale for Grid:

- = One (1) square foot
Example: X or Y represents a 10x10 booth
Z or X + Y represents a 10x20 booth
X + Y + Z represents a 20x20 booth
- = _____ square feet

KEY: Quantity on diagram must match quantity on Utility Service Order form.

Qty	Service
_____	A = Main Power Distribution
_____	B = 1000 watt
_____	C = 15 Amps
_____	D = 20 Amps
_____	E = 30 Amps
_____	F = 208 Volt
_____	G = Telephone
_____	H = Water



Labor charge is applied to your order form as outlined in labor guidelines

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-------------------	------	-------------------	------------------------	--------------------------	------------------

120 Volt Power			
Product ID	Product Description	Standard Rate	Discount Rate
E101	120 Volt Outlet, 1000 Watts, 8 Amp	\$85.00	\$64.00
E102	120 Volt 15 Amp	\$95.00	\$71.00
E103	120 Volt 20 Amp	\$105.00	\$79.00
E104	120 Volt 30 Amp	\$130.00	\$98.00
208 Volt Power			
Product ID	Product Description	Standard Rate	Discount Rate
208V, Single Phase			
P201	20 Amp	\$155.00	\$116.00
P202	30 Amp	\$180.00	\$135.00
P203	50 Amp	\$235.00	\$176.00
208V, Three Phase			
P302	20 Amp	\$285.00	\$214.00
P303	30 Amp	\$330.00	\$248.00
P304	50 Amp	\$410.00	\$308.00
Labor			
Product ID	Product Description	Standard Rate	Discount Rate
M101	Standard Labor (6am – 12am, except holidays)	n/a	\$40.00
M102	Overtime Labor (12am – 6am & holidays)	n/a	\$60.00

Terms and Conditions

- Unauthorized use of electrical service is terminated.
- Electrical service ordered is available on a 24 hour basis.
- Circuits ordered for continuous duty is at an eighty percent (80%) rating of the breaker or fuse.
- Connection rate includes ACCD personnel bringing service to booth, but does not include adapters or special wiring.
- Labor (if required) is charged in increments of one (1) hour with a one (1) hour minimum.
- Labor is required for:
 - Electrical services of 30 Amps,
 - Electrical services of 208 Volts,
 - Installation of utilities after booth display and/or carpet is installed,
 - Relocation of installed services,
 - Re-taping electrical cords and
 - Resetting breakers due to exhibitor equipment
- Exhibitor electrical equipment must be grounded.
- Electrical equipment is installed, operated and maintained in a manner as not to create a hazard to life or property.
- ACCD personnel does not hardwire into exhibitor equipment.
- **Exhibitor must provide bare-end tails for hardwiring into ACCD distribution box.**

120 Volt Power

- A standard electrical outlet is only a single female plug. Multi-strips are available for purchase. See Additional Services & Rates Form.
- Use of open clip sockets, latex or lamp cord wire, duplex or triplex plugs is prohibited.

208 Volt Power

- If special electrical adaptors or plugs are required, exhibitor must provide wiring schematics including required male and female connectors.

Overhead Power

- Overhead power for lighting or rotating sign is limited to 120Volt, 15 Amp circuits.
- Overhead power must be ordered by October 31, 2008.
- Overhead power is available on a first come first serve basis.

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-------------------	------	-------------------	------------------------	--------------------------	------------------

Compressed Air, Water & Drain			
Product ID	Product Description	Standard Rate	Discount Rate
A101	Compressed Air	\$200.00	\$150.00
A201	Water	\$130.00	\$98.00
A301	Drainage	\$100.00	\$75.00
Equipment			
Product ID	Product Description	Standard Rate	Discount Rate
L102	Extension Cord	n/a	\$25.00
L103	Power Strip (<i>purchase only</i>)	n/a	\$25.00
Telephone Service			
Product ID	Product Description	Standard Rate	Discount Rate
T101	Telephone - Local Line Only	\$200.00	\$150.00
T102	Telephone - Local & Long Line Distance	\$250.00	\$188.00
T103	Telephone Set Rental (<i>Credit Card Deposit Required</i>)	Deposit Required	Deposit Required
T301	Local Telephone Line (2 lines)	\$350.00	\$263.00
T302	Long Distance Telephone Line(2 lines)	\$350.00	\$263.00
T303	Speaker Telephone - Local Line Only	\$350.00	\$263.00
T304	Speaker Telephone - Local & Long Line Distance	\$350.00	\$263.00
T401	Special Programming per feature	n/a	\$50.00

Terms and Conditions

Compressed Air

- Exhibitor is responsible for providing the cubic feet per minute (CFM) and the pounds per square inch (PSI) requirements, compatible adaptors to hose lines and air filter or dryer devices.

Water

- Equipment must have inlet and outlet properly tagged by exhibitor, must connect to 3/4 hose coupler and must include a backflow prevention device.
- Water supply must be set to “off” position at the end of each day.
- Water services are subject to restrictions set by the City of Austin Water/Wastewater Utility.

Drainage

- Drains are strictly for water and are not designed for discharge of large water volumes.

Equipment

- ACCD is not responsible for exhibitor equipment (*rented or purchased*) if lost, stolen or damaged.
- Exhibitor must pick up equipment at the Utility Service Desk.
- Equipment requires a major credit card as a Security Deposit.
- Exhibitor is invoiced for equipment not returned.
- Power Strips are for purchase only.

Telephone Services

- Local
 - Installation includes one touch-tone line and male RJ 11 jack.
 - Instrument is configured for “Dial – 9” calling.
 - Local dialing, toll-free dialing and long distance credit card carrier calls allowed.
- Long Distance
 - Activation requires a major credit card.
 - Local and long distance dialing allowed.
 - Long distance charges are invoiced after the close of the event.
 - Installation is not included in rate.