

Palm Beach County Convention Center Electrical Services Terms and Conditions:

Payment:

PBCCC must receive payment in full with your order at least fourteen (14) days prior to the first scheduled show date. Orders received less than fourteen (14) days in advance or without full payment will not receive advance rates, regardless of date of receipt from Show Management. Unpaid orders will not be installed. We accept checks, Visa, MasterCard, and American Express.

Any additions or changes to your order, advance or on-site, will require full payment before installation. Any additional charges for damaged or missing equipment will be billed after the end of the event.

Rates and Labor Charges:

- a. These rates only cover bringing service to your booth in the most convenient manner.
- b. Rates do not include connecting equipment to provided services.
- c. Special placement or relocation of service will require a labor charge. Contact Exhibitor Services, at top of Order Form, to order special placement of service.
- d. Late or On-Site Orders: - We cannot guarantee service will be operable by the opening of the show. Installation during show hours may require Show Management approval. No discounts will be given.
- e. All prices are based on current rates and are subject to change without notice.

Install / Disconnect and Use of Service

- a. Orders paid in full will be processed and installation completed in order of receipt whenever possible. Earliest orders usually receive highest priority.
- b. Our Electric Service is 120 volt A.C. one phase 60 cycle or 208 volt one phase and 208 volt three phase 60 cycle. We have limited 277/480 volt three phase service available. Contact Exhibitor Services, via the information at the top of the order form, to inquire about service availability and price quotation.
- c. All equipment provided will remain the property of Palm Beach County Convention Center and shall be disconnected / removed by our staff only. House electricians are authorized to cut floor coverings to permit installation of service unless otherwise directed. Standard wall, column and permanent building electrical outlets are not part of booth service and are not to be used by exhibitors. The Exhibitor is responsible for replacement, repair costs and damages to equipment during rental period. The rental period is from installation through removal.
- d. Your equipment must be tagged with complete information about type and/or amount of voltage, amperage, phase, frequency, horsepower, etc. Any exposed non-current carrying metal parts of your equipment, which are liable to be energized, must be grounded.
- e. Connections – all 120 volt cords must be 3 wire, grounded type. Use of open clip sockets, latex or lamp cord wire or non-UL or NEMA approved connections are prohibited. Equipment requiring company staff for assembly, servicing, prep work and operation may be executed without house electricians. However, all equipment, regardless of the power source, must comply with Federal, State and Local Safety codes.

Contact Exhibitor Services via the information found at the top of this order form to inquire about availability of specialized services and price quotation.

CANCELLATION POLICY:

- a. If cancelled before installation and more than six [6] days prior to 1st Show Date = 90% REFUND.
- b. If cancelled before installation, but six [6] days or less prior to the 1st Show Date = 50% REFUND.
- c. If cancelled after the service has been installed = NO REFUND.

NOTICE: We cannot accept responsibility for voltage fluctuation or temporary power failure due to conditions beyond our control. For your protection, we advise you to install a surge protector on your computers and any sensitive equipment. We will not be responsible for damage or loss to any equipment or injury to any person caused by unauthorized installation or connection to service by persons other than by PBCCC electricians.