

RETURN THIS FORM TO:
 PCCA/SMG ORDER PROCESSING
 1101 Arch Street
 Philadelphia, PA 19107
 Phone: (215) 418-2190
 Fax: (215) 418-2187
 utilities@paconvention.com



Drug Information Assoc. Annual Mtg.
 ADVANCE **RATE** DEADLINE
 June 1, 2016

AN MANAGED FACILITY

WATER & COMPRESSED AIR SERVICE ORDER
 (Please read PCC/SMG Terms & Conditions on reverse side)

Exhibiting Firm: _____ Booth No.: _____
 Address: _____ Event: _____
 City: _____ State: _____ Zip: _____
 Exhibitor Contact Name: _____ Title: _____
 Phone: _____ FAX: _____ E-Mail: _____

CREDIT CARD AUTHORIZATION REQUIRED for advance order, on-site charges, labor, and materials

Visa MasterCard Amex Account Number: _____ Exp Date: _____

Print Card Holder's name: _____ Signature: _____

Check enclosed #: _____ Amount: _____

Rate includes installation to back center of booth
 Labor & materials required for distribution and connection to equipment

Qty	Service	Advance	Standard	Total
	1 / 2" Main Airline w/ Shutoff*	\$225.00	\$275.00	
	Additional 1 / 2" Airline Connection*	\$90.00	\$140.00	
	*CFM (must be filled in to complete order)	\$4.00 each	\$8.00 each	
	1 / 2" Water line w/ Shutoff	\$200.00	\$250.00	
	1 / 2" Additional Water line w/ Shutoff	\$100.00	\$150.00	
	3 / 4" Drain line	\$175.00	\$200.00	
	3 / 4" Additional Drain line	\$100.00	\$150.00	
	Water Fill & Drain up to 200 gal.	\$155.00	\$185.00	
	Additional 100 gal. Water Fill & Drain – Labor Additional	\$50.00	\$70.00	
	Prep Sink (Water & Drain Additional)	\$175.00	\$200.00	
		Sub Total		
Email completed service order form to utilities@paconvention.com		8% Sales Tax		
TO ORDER ON-LINE VISIT OUR WEBSITE AT https://iebms.paconvention.com/coe/coe_p1_all.aspx?oc=10&cc=COESOP		TOTAL		

PLUMBING LABOR FOR FINAL CONNECTION, FILL & DRAIN
 Weekdays 8am - 4:30pm \$120.00per hour / Weekdays after 4:30pm & All Day Saturday \$180.00 per hour
 All Day Sunday & Holidays \$240.00 per hour

- [] AUTHORIZED TO LAY LINES UNDER CARPET - WITHOUT EXHIBITOR SUPERVISION - PER AN ATTACHED FLOOR PLAN
 [] PROCEED UNDER EXHIBITOR SUPERVISION - PER AN ATTACHED FLOOR PLAN ON DATE & TIME INDICATED BELOW

Install lines under carpet Date: _____ Time: _____ Final Connections Date: _____ Time: _____

START TIME REQUESTED GUARANTEED ONLY WHERE LABOR IS REQUESTED FOR THE START OF THE WORKDAY, 8:15AM UNLESS THE OFFICIAL SET UP TIME BEGINS LATER IN THE DAY.

ADVANCE RATE PRICING: SERVICE ORDER WITH PAYMENT IN FULL MUST ARRIVE PRIOR TO DEADLINE

RATES EFFECTIVE July 1, 2015 – RATES SUBJECT TO CHANGE

PCC/SMG WATER & COMPRESSED AIR TERMS & CONDITIONS

1. INSTRUCTION FOR COMPLETING ORDER FORM

- a. Order must be typed or clearly printed, illegible forms will delay processing.
- b. Services requested at location other than back of booth must include proper forms and diagrams.
- c. For services and equipment not listed on the service order form, **call the PCC/SMG Utility Services Department for availability and quotes at (215) 418-2190 or email at utilities@paconvention.com**

2. PAYMENT TERMS & CONDITIONS

- a. **Full payment is due with service order.** Credit Card Pre-authorization for on-site charges, labor and materials is required when placing an order. Acceptable forms of payment are: company check (drawn on a U.S. bank) payable to **Pennsylvania Convention Center Authority, (PCCA)** and accepted credit cards. Service orders will not be processed without payment. Exhibiting firms with outstanding balances from prior events must submit payments, otherwise services will not be provided.
- b. **Advance Rates** will be applicable to service orders received with payment in full by PCCA/SMG 21 days prior to move-in date of event or the deadline date noted on front of this form.
- c. **Standard Rates** will be applicable to service orders received less than 21 days prior to move-in date of event or orders received without payment.
- d. Third party billing is available upon request. Please contact the PCCA/SMG Finance Department at 215-418-4793 for approval.
- e. **Outstanding balance** for services will be automatically billed to the credit card on file.
- f. Credit will not be given for service installed and not used.
- g. **Cancellation of services** must be received by PCCA/SMG Utility Services 21 days prior to the event. Services cancelled without 21 days prior written notice are subject to a cancellation fee of 25%.
- h. A \$25.00 handling charge will be assessed for returned checks due to insufficient funds.
- i. Rates are based on current wages and are subject to change without notice.
- j. **Claims** regarding services provided by PCCA/SMG will not be considered unless filed by customer issued prior to the close of show.
- k. **Refunds** of overpayments will be issued by submitting request to PCCA/SMG Finance Department within 30 days of the close of final invoicing.
- l. For unpaid balances on **pre-approved** invoices, terms will be net, due and payable upon receipt of invoice. Effective 30 days after invoice date, any unpaid balances will bear a **FINANCE CHARGE** at the lesser of the maximum rate allowed by law, or 1.5% per month by law. The finance charge shall automatically be reduced to the maximum rate allowed. Any excess finance charge received by the PCCA/SMG shall be applied to reduce the principal unpaid balance or refunded to the payer. This payment Terms & Conditions agreement shall be governed by and construed in accordance of the laws of the Commonwealth of Pennsylvania.
- m. **International** exhibitors are required to make 100% pre-payment for services. Payment may be made by check in U.S. funds drawn on a U.S. bank or by approved credit card.
- n. For companies exempt from sales tax, PCCA/SMG requires an exemption certificate for the Commonwealth of Pennsylvania. Resale certificates are not valid unless re-billing charges to customers.

3. EXPLANATION OF SERVICE

- a. Rates shown for services are for the duration of event and includes installation to exhibitor booth in the most convenient manner, in most cases to the back center of an in line booth or perimeter of island and peninsula booths. All services originate from the floor unless otherwise noted or requested.
- b. Advance orders will be installed based on the schedule determined by the General Service Contractor and/or Show Management. On site orders will be processed in the order that they are received at the PCCA/SMG Service Desk.
- c. Electrical services will be turned off one hour after the close of show each day and restored one hour prior to opening. 24 hour electrical service is available for refrigeration, electronics and circulation pumps.

4. RULES & REGULATIONS FOR SERVICES

- a. Services provided may not be shared by multiple exhibits.
- b. All materials and equipment furnished by PCCA/SMG and/or its sub-contractors shall remain the property of PCCA/SMG and/or its sub-contractors.
- c. PCCA/SMG and/or its sub-contractors are authorized to cut floor coverings to gain access to utility floor ports and permit the installation of service.
- d. PCCA/SMG or its sub-contractors are not responsible for interruption or fluctuation of services.
- e. All equipment provided by customer shall be compliant with the National and Philadelphia Electrical and Building Codes and PCCA/SMG safety standards. All equipment is subject to inspection and approval by PCCA/SMG prior to connection of service.
- f. Customer is responsible for any lost or damaged equipment supplied by the PCCA/SMG.

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