

IF PAYING BY CHECK RETURN THIS FORM TO:
 PCCA/SMG ORDER PROCESSING
 1101 ARCH STREET
 PHILADELPHIA, PA 19107
 EMAIL COMPLETED FORM TO:
utilities@paconvention.com
 PHONE: (215) 418-2190
 FAX: (215) 418-2187



AN MANAGED FACILITY

KEYSTONE COMIC CON

**ADVANCED DEADLINE DATE:
AUGUST 22, 2018**

WATER & COMPRESSED AIR SERVICE ORDER

(Please read Terms and Conditions attached)

Exhibiting Firm: _____ Booth No.: _____

Billing Address: _____ Event: _____

City: _____ State: _____ Zip: _____

Exhibitor Contact Name: _____ Title: _____

Phone: _____ 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 in-line and peninsula booths only.

Labor & material required for distribution to other locations, Island booths and connection to equipment.

QTY.	SERVICE	ADVANCED	STANDARD	TOTAL
	1 / 2" Main Airline w/ Shutoff	\$300.00	\$350.00	
	Additional 1 / 2" Airline Connection	\$115.00	\$165.00	
	1 / 2" Water line w/ Shutoff	\$210.00	\$260.00	
	1 / 2" Additional Water line w/ Shutoff	\$115.00	\$165.00	
	3 / 4" Drain line	\$210.00	\$260.00	
	3 / 4" Additional Drain line	\$115.00	\$165.00	
	Water Fill & Drain up to 200 gal.	\$170.00	\$220.00	
	Additional 100 gal. Water Fill & Drain – Labor Additional	\$70.00	\$90.00	
	Prep Sink (Water & Drain Additional)	\$120.00	\$160.00	
	Basic Hot Water Heater Package (Includes hot/cold water lines, drain line, water heater, plumbing & electric labor at column location only). Other locations and various setups will incur additional charges.	\$1,150.00	\$1,200.00	
		Sub Total		
		8% Sales Tax		
		TOTAL		

PLUMBING LABOR RATES:

Weekdays 8am - 4:30pm \$147.00per hour | Weekdays after 4:30pm & all day Saturday \$220.00 per hour
 All day Sunday and Holidays \$294.00 per hour

- AUTHORIZED TO LAY LINES UNDER CARPET WITHOUT EXHIBITOR SUPERVISION PER ATTACHED FLOOR PLAN
- PROCEED UNDER SUPERVISION DATES AND TIMES INDICATED BELOW:

Install lines under carpet Date: _____ Time: _____

Final Connection to equipment Date _____ Time: _____

PCCA/SMG WATER & COMPRESSED AIR SERVICE ORDER

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 PCCA/SMG Utility Services Department for availability and quotes at (215) 418-2190 or e-mail 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. **Advanced Rates** will be applicable to service orders received with payment in full by the deadline date noted on the front of this form.
- c. **Standard Rates** will be applicable to service orders received after the Advanced Rate Deadline or orders received without payment.
- d. **Third party billing** is available upon request. Please contact the PCCA/SMG Finance Department at 215-418-4795 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 Department 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 and dispute resolutions will be issued by submitting requests 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 Utility Services Desk.
- c. Electrical services will be turned off one hour after the close of show each day and restored one hour prior to opening.
- d. 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. All rental equipment furnished by PCCA/SMG not left in the booth at the close of the show will be charged an additional 75% of the original rental equipment charge.
- d. 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.
- e. PCCA/SMG or its sub-contractors are not responsible for interruption or fluctuation of services.
- f. 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 to service.
- g. Customer is responsible for any lost or damaged equipment supplied by the PCCA/SMG.