



## Dayton Auto Show

### Important Exhibitor Move-In Instructions

Electric Services in the Exhibit Hall areas of the Dayton Convention Center are run from ceiling drops after the Decorator marks out the show floor.

These drops are often run to black boxes that are placed to best accommodate exhibitors with service orders.

Please be aware of the following information when submitting your utility order:

- In order for exhibitors to have their cords placed before the Decorator lays the carpet, a Utility Order Form must be submitted at least 10 days prior to move-in. A request to run under carpet should be written somewhere on the form.
- FLOOR PLANS MUST BE INCLUDED with the location of electric drops and those dimensions must be clearly identified. Measurements for the booth from at least (2) facility walls is also needed for accurate placement. Please mail full-size floorplans.
- If your booth requires (3) or more electric drops, a “black box” will need to be placed in or near the booth. Exhibitors must include a floor plan that incorporates the proper location for the box. The approximate dimensions of the box are 36”H x 30”W x 12”D.
- Exhibitors must either supply their own extension cords (one per each requested service) or indicate the number of cords that they wish to rent. Cords can be rented for \$15 each. Technicians will determine whether additional cords are needed from the floor.
- There is a MANDATORY \$55.00 labor fee (per man, per hour) to have cords laid and/or fished under carpet. This labor fee also applies to every drop over 2000 watts. If additional labor is required from the floor, technicians will note the number of hours, per man, to be included on the order form.
- All charges that our technicians add from the floor will be added to your electric order. You will be contacted for your credit card information to cover these charges. An invoice for all charges made or outstanding will be sent to the contact listed.

For more information about electric services, please contact the Dayton Convention Center at 937.333.4700. Maintenance can be reached at 937.333.2140.

Documents may be mailed to:

Dayton Convention Center – Attn: Utility Orders  
22 E. Fifth Street | Dayton, OH 45402 | 937.333.4711 (Fax)

[www.daytonconventioncenter.com](http://www.daytonconventioncenter.com)



22 E. Fifth Street, Dayton, OH 45402  
 Phone: 937.333.4700 Fax: 937.333.4711

## Utility Order Form

Name of Exhibition or Show: \_\_\_\_\_ Booth No. \_\_\_\_\_  
 Firm / Booth Name: \_\_\_\_\_ Show Date: \_\_\_\_\_  
 Address \_\_\_\_\_ Phone No. \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Email: \_\_\_\_\_  
 Contact: \_\_\_\_\_ Signature: \_\_\_\_\_

Please submit orders as early as possible to facilitate prompt service.

(Signature of Requesting party on order form indicates understanding of the attached Conditions)

On-site rate applies to all orders received within 5 business days of event!

### 110 Volt Electric Services

Qty.	Single Outlet	Pre-Order Rate	On-Site Rate	Totals
	Up to 500 Watts	\$55.00	\$75.00	\$
	Up to 1000 Watts	\$65.00	\$85.00	\$
	Up to 1500 Watts	\$75.00	\$95.00	\$
	Up to 2000 Watts	\$85.00	\$105.00	\$

### Special 208 & 220 Volt Electric Services

Single Phase				Three Phase				Total
Amps	Qty.	Pre-Order	On-Site	Amps	Qty.	Pre-Order	On-Site	
10		\$75.00	\$105.00	10		\$105.00	\$135.00	\$
15		\$85.00	\$115.00	15		\$120.00	\$150.00	\$
20		\$100.00	\$130.00	20		\$135.00	\$165.00	\$
30		\$130.00	\$160.00	30		\$155.00	\$195.00	\$
40		\$150.00	\$180.00	40		\$175.00	\$215.00	\$
50		\$170.00	\$200.00	50		\$195.00	\$235.00	\$
60		\$195.00	\$225.00	60		\$215.00	\$255.00	\$
100		\$300.00	\$330.00	100		\$325.00	\$365.00	\$

Qty.	Item	Cost Each	
	Extension Cord	\$15.00	\$
	Power Strip	\$20.00	\$
Mandatory Labor Fee for Special Services (Do not add for 110 Volt Service)		\$55.00	\$
On-Site Mandatory Labor Fee for Special Services		\$75.00	\$
Grand Total (No Tax)			\$

### PAYMENT INFORMATION:

(CHECK HERE IF PAYING CREDIT/DEBIT CARD) TOTAL AMT \$ \_\_\_\_\_

The Dayton Convention Center Accepts Visa, MasterCard and American Express  
 CREDIT/DEBIT CARD PAYMENTS CAN BE TAKEN IN PERSON OR BY PHONE AFTER FORM IS SUBMITTED.

PLEASE DO NOT WRITE ANY CARD NUMBERS ON THIS FORM.

Our Office Can be Reached at 937.333.4700; Mon - Fri, 8am - 5pm

DCC Office Use Only: Credit/Debit Card Processed by: \_\_\_\_\_ Date: \_\_\_\_\_

(CHECK HERE IF PAYING BY CHECK) CHECK # \_\_\_\_\_ AMT \$ \_\_\_\_\_

(CHECK HERE IF PAYING CASH) AMT \$ \_\_\_\_\_

DCC Office Use Only: Cash Received by: \_\_\_\_\_ Date: \_\_\_\_\_

## DAYTON CONVENTION CENTER IMPORTANT CONDITIONS

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### PAYMENT NOTICE:

- PREORDER RATES APPLY ONLY TO ORDERS PAID IN FULL AND RECEIVED 5 DAYS PRIOR TO THE FIRST SCHEDULED MOVE-IN DAY
    - ON-SITE RATES MUST BE PAID AT MOVE-IN FOR ALL ORDERS - NO EXCEPTIONS
    - ALL ORDERS MUST BE PAID IN FULL BEFORE SERVICES ARE RENDERED
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### CONDITIONS FOR PROCESSING SERVICE ORDER FORMS:

1. Full payment by check or money order must accompany service order form. IF PAYING BY CREDIT/DEBIT CARD, PLEASE CALL-IN YOUR CARD INFORMATION OR VISIT OUR OFFICE TO PAY IN PERSON. DO NOT EMAIL, MAIL OR FAX CREDIT/DEBIT CARD NUMBERS.
2. All order form information must be completed in full for order to be processed. Incomplete order forms could result in processing and installation delays.
3. Any returned check will have a \$25.00 Return Check Fee.
4. All equipment provided by the Dayton Convention Center shall remain the property of the Dayton Convention Center and shall be removed by our staff after the event.

ANY DISCREPANCIES OR DEVIATIONS FROM ORIGINAL ORDER MUST BE BROUGHT TO THE ATTENTION OF THE SERVICE DESK PRIOR TO THE EVENT.

### ELECTRICAL SERVICE:

1. Prices quoted cover bringing of service to back of booth and do not include connection of your equipment.
2. Any order requiring special wiring or materials may be subject to additional labor and material fees.
3. Tagging of equipment for proper voltage, phase, connection etc., is the exhibitor's responsibility.
4. Exhibitors using sensitive electronic equipment should provide their own power conditioning equipment.
5. Dayton Convention Center is not responsible for voltage or frequency variances.
6. Any motor ½ horsepower or larger must have a safety switch.
7. Any changes in location after initial installation will reflect a one hour minimum labor charge of \$55.00.
8. Unless otherwise specified, the client is responsible for running cords under carpet. Cords must be in good repair.

IF YOUR SERVICE IS NOT IN PLACE WHEN YOU ARRIVE,  
PLEASE NOTIFY SERVICE DESK WHEN YOU ARE READY FOR CONNECTION

Return to and Make Check  
Payable To:  
Dayton Convention Center  
Utility Rental Department  
22 East Fifth Street  
Dayton, OH 45402  
937.333-4700  
FAX: 937.333-4711