



DAYTON CONVENTION CENTER
 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

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
-

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



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

Air/Water Order Form

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

*Pre-order rates apply only to orders received and paid in full prior to the first scheduled move-in day.
 All orders must be paid in full before services are provided.*

ON-SITE RATES WILL APPLY FOR ORDERS RECEIVED DURING MOVE-IN AND EVENT

Exhibitor must provide regulator and filter/dryer hose. Pressure provided is 225 psi. Connections are provided with a 1/2" or 3/4" quick coupler. For special connections call prior to submitting this form.

COMPRESSED AIR

QTY	DESCRIPTION OF SERVICES	Rate (Each)	On-Site Rate	TOTAL
	Service fee for first connection	\$100.00	\$200.00	
	Charge per each additional connection	\$75.00	\$150.00	
	Labor fee per hour for special services (1 hour minimum) per every 2-special connections	\$55.00	\$110.00	

WATER

	Service fee for first connection	\$105.00	\$210.00	
	Service fee for filling and draining tags, beds, pools, etc.	\$75.00	\$150.00	
	Labor fee per hour for special plumbing connections (1 hour minimum) per every 2 special connections	\$55.00	\$110.00	

GRAND TOTAL (No Tax)

PAYMENT INFORMATION:

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Phone 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. On-site phone orders are not guaranteed due to the requirements of scheduling the labor.

Signature of requesting party on order form indicates understanding of the following:

- 1 Payment must accompany phone orders before any services are provided. 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 The City of Dayton IT Department and it's contractors are the only agents authorized to modify telephone system wiring and cables.
- 3 Exhibitor will be fully responsible for the protection and safekeeping of telephone equipment. Charges will apply for any damaged or lost equipment.
- 4 Pricing quoted for phone service only covers the most convenient manner of bringing the service to the booth or room.
- 5 Pricing is based on current rates and is subject to change at any time.
- 6 **You must dial "9" to reach an outside line. Credit card machines must be configured to dial "9".**
- 7 All lines are analog, toll free and long-distance capable. Phone use is unlimited throughout event.
- 8 No Call Waiting, Speed Dialing or Call Forwarding services are available.
- 9 Conferencing equipment is available to rent through our preferred AV Service provider, Dave Conger AV (please contact us for ordering). Outside conferencing equipment should be tested prior to events.

TELEPHONE SERVICE

QTY	DESCRIPTION OF SERVICES	RATE (Each)	TOTAL
	Telephone service drop to the booth (analog).	\$200.00	
	On-Site telephone service install rate.	\$500.00	
FOR HIGH-SPEED WIRELESS INTERNET SERVICE CONTACT US FOR A HARBORLINK WI-FI SERVICE ORDER FORM		Grand Total (No Tax)	

ON-SITE RATE WILL APPLY FOR ORDERS RECEIVED DURING MOVE-IN AND EVENT

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