



7925 Neubert Springs Road Knoxville, TN 37920  
 Phone (865)249-8295 Fax (865)249-8296

### Electrical Service Order Form

Name of Event \_\_\_\_\_ Event Dates \_\_\_\_\_ Booth # \_\_\_\_\_  
 Company Name \_\_\_\_\_ Contact Name \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Phone (\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_ E-Mail \_\_\_\_\_

**BASIC SERVICE: (Flat Rate Per Event)**

Code	Quantity	Description	Advance Rate	Floor Rate	Total
901		120V 0-2000 Watts (20 amps)	\$75.00	\$95.00	
902		120V Each additional 2000 Watts (20 amps)	\$75.00	\$75.00	
903		120/208V 1-Phase (0-30 amps)	\$135.00	\$170.00	
904		120/208V 3-Phase (0-30 amps)	\$150.00	\$190.00	
905		120/208V 1-Phase (31-50 amps)	\$160.00	\$205.00	
906		120/208V 3-Phase (31-50 amps)	\$175.00	\$225.00	
907		Labor for plug change (non-taxable)	\$30.00	\$30.00	
908		25-ft extension cord	\$20.00	\$25.00	
909		3-way power splitter	\$10.00	\$15.00	
910		Double spot light system on 8' upright pole with base	\$47.50	\$55.00	

**BULK ELECTRICITY: (Per Event Day)**

Code	Quantity	Description	Rate	Total
921		120/208V 1-Phase (60-200 amps)	\$225.00	
922		120/208V 3-Phase (60-200 amps)	\$225.00	
923		120/208V 1-Phase (250-400 amps)	\$430.00	
924		120/208V 3-Phase (250-400 amps)	\$430.00	

**Payment Policy:** To receive advance rates, orders **must be received 14 days** prior to exhibitor move-in date and full payment must be included with your order.  
**Late Request:** All orders received late will be charged at floor rate. No exceptions.  
**Cancellation Policy:** No refunds for cancellations.

Subtotal	
Sales Tax (9.25%)	
<b>TOTAL</b>	

**Credit Card Authorization:**

Visa      Account Number: \_\_\_\_\_  
 MasterCard      Exp. Date: Month  Year       Verification Code:   
(Last 3 digits on back of card)

**Cardholder's Name:** \_\_\_\_\_  
**Card Billing Address:** \_\_\_\_\_  
 \_\_\_\_\_  
**City, State, Zip:** \_\_\_\_\_  
**Authorized Signature:** \_\_\_\_\_  
**Print Name:** \_\_\_\_\_

**REMIT TO ADDRESS:**  
 Griffin Electric Company  
 7925 Neubert Springs Road  
 Knoxville, TN 37920  
**Fax (865)249-8296**

**ALL ORDERS MUST BE RECEIVED BY MAIL OR FAX; NO PHONE ORDERS ACCEPTED!**  
**ALL ORDERS SUBJECT TO AVAILABILITY**  
**PAYMENT METHODS ACCEPTED: VISA, M/C or MONEY ORDER**

## Conditions and Safety Regulations for Electrical Services

1. Wall, column and permanent building utility outlets are not part of booth space and are not to be used by exhibitors unless specified otherwise.
2. All equipment, regardless of source of power, must comply with all federal, state and local building and safety codes.
3. All service connections and overload protection to such equipment must be made by the "SEC house electrician" only.
4. All equipment must be properly tagged and wired with complete information as to type, residential type extension cords and power strip cords are prohibited by local building and safety codes.
5. All appropriate exhibitor's extension cords must be of the three-wire grounded type, residential type extension cords and power strip cords are prohibited by local building and safety codes.
6. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized, must be grounded.

\*The parties agree that the implied warranties of merchantability and fitness for a particular purpose and all other warranties, expressed or implied, are excluded from this agreement. SEC does not assume any liability for damages or any type whatsoever or loss of anticipatory profits resulting from the use of equipment or services or delivery or installation, or damage of sort whatsoever to user's goods or equipment arising from any cause whatsoever.