



# Electrical Services Order Form

Albany Capital Center, ASM Global  
 55 Eagle Street, Albany, NY 12207  
 Phone: 518-487-2155 Fax: 518-487-2250  
 Email: accounting@albanycapitalcenter.com

OFFICE USE ONLY

Name of Event: \_\_\_\_\_ Event Dates: \_\_\_\_\_ Booth #: \_\_\_\_\_  
 Company Name: \_\_\_\_\_ Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_ Date: \_\_\_\_\_

**\*Advance Rate applies if ordered two (2) weeks prior to load in date.**

STANDARD ELECTRICAL SERVICE				
Quantity	Description	Advance Rate*	Standard Rate	Amount
	120volts – per receptacle			
	20amp (1920 watts) Max	\$65.00	\$81.00	
<b>Subtotal:</b>				

SPECIALIZED ELECTRICAL SERVICE						
Quantity	Description	Single Phase Advance Rate*	Single Phase Standard Rate	3 Phase Advance Rate*	3 Phase Standard Rate	Amount
	280volts – per connection					
	20 amp	\$87.00	\$108.00	\$130.00	\$150.00	
	30 amp	\$97.00	\$120.00	\$140.00	\$162.00	
	40 amp	\$108.00	\$130.00	\$150.00	\$172.00	
	50 amp	\$120.00	\$140.00	\$162.00	\$182.00	
<b>24-hour power; please add a service fee of 50% of rate to the subtotal at this point.</b>						
<b>Subtotal:</b>						

SERVICE ACCESSORIES – ITEMS DO NOT INCLUDE POWER				
Quantity	Item	Advance Rate*	Standard Rate	Amount
	Power Strip	\$26.00	\$32.00	
	Triple Tap	\$14.00	\$17.00	
<b>Subtotal:</b>				
<b>TOTAL:</b>				

**Payment Information:**

Check #:	Amount of Check:
Billing Address: _____ City: _____ ST: _____ Zip: _____	
Amer. Exp.    Visa    Master Card    Discover    CC#: _____	
Name on Card: _____ Exp. Date: _____ Security Code: _____	
Billing Address: _____ City: _____ ST: _____ Zip: _____	
Email Address: _____	
I Authorize Albany Capital Center, ASM Global to charge my credit card for services listed above.	
Authorized Signature: _____	

**DO NOT send form to your decorating company.  
 Please read the policies on the second page of this form.**

Please attach floor plan for specific installation.		
Instructions:		
L	Standard Booth	R
What size is your booth? _____		



## **Terms & Conditions Electrical Service**

1. Payment in full must be rendered prior to delivery service.
2. All order forms must be completed fully in order to process.
3. Advance order payment guarantee discount rate only, not availability of service.
4. Advance orders must be received a minimum of two (2) weeks prior to scheduled move in date. Date payment is received by the ACC will determine applicable rate.
5. Refunds will not be given for services installed but not used.
6. Changes of orders after installation may be subject to labor charges.
7. All materials and equipment furnished by ACC for the service order shall remain the property of ACC and shall be removed only by the ACC staff as the close of the event.
8. Rates and quotes for all connections cover the delivery service to the booth/space in the most convenient manner and do not include connecting equipment and special wiring. Request for special services such as placing cords or relocating service(s) will be subject to additional labor charges.
9. Service outlet size will be determined by the volume required.
10. Walls, columns, and permanent building utility outlets are not part of booth space and are not to be used by exhibitors.
11. Service aisles must be kept clear at all times for access to utility boxes.
12. Claims will not be considered unless filed by the exhibitor prior to the close of the event.
13. All equipment to be connected by the ACC technicians must comply with the federal, state, and local safety codes.
14. Under no circumstance should anyone other than a ACC technician make a service connection.
15. All equipment should be properly tagged and wired the complete information as to type of current, voltage, phase, cycle, horsepower, etc. All equipment using water must have an inlet and outlet properly tagged.
16. Electrical service will be turned on one (1) hour prior to show opening and turned off at event closing each day. If 24-hour service is required, ensure it is selected on the order form.
17. All exhibitor's cords must be of the 3-wire ground type and comply with Federal, State, and Local Safety and Electric Codes.
18. ACC is not responsible for equipment that is not powered down correctly at the end of each day.
19. Unless otherwise directed, ACC personnel are authorized to enter the booth for utility box access and/or to cut floor coverings to permit installation of service.

**Fax or email this form directly to the Albany Capital Center.**

**DO NOT send this form to your decorating company.**

**Fax: (518) 487-2250**

**Email: [accounting@albanycapitalcenter.com](mailto:accounting@albanycapitalcenter.com)**

**Advanced order receipts will be emailed to the email address provided in the Payment Information section. Please include an email address in this section to receive your receipt.**