

# Raleigh Convention Center Utilities Order Form

Payment for any requested services can only be made by a company, cashier's, or certified check, cash, Visa, MasterCard or American Express. Service will not be provided until payment is received. **\*\*Please note that the floor price will be charged if equipment reservations are not received at least one week prior to the first day of move-in.**

Event Name: \_\_\_\_\_ Event # \_\_\_\_\_  
(RCC to complete)

Event Date: \_\_\_\_\_

Booth Number(s): \_\_\_\_\_

Contact Name: \_\_\_\_\_ Email: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zipcode: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

	QTY. REQ.	REQUESTED SERVICE	ADVANCE PRICE	FLOOR PRICE	TOTAL
<b>ELECTRIC POWER</b>		110V Outlet (20 Amp service)	\$60.00	\$80.00	
		220V Outlet - 30 Amp & Under 220V Outlet – Above 30 amp up to 100 amp	\$90 \$120	\$110 \$140	
		120/208 1ph or 3ph Anything over 100 amps	Call for Details, Advance Only— (919) 996-8526		
<b>PHONES</b>		Phone Line w/o handset	\$215.00	\$270.00	
		Phone Line w/handset	\$240.00	\$305.00	
		2-Line Digital Phone w/handset	\$350.00	\$425.00	
		Telephone Handset Rental	\$25.00	\$35.00	
		Telephone Circuit extended to Booth over Cat 3	\$300.00	\$375.00	
<b>MISC.</b>		Compressed Air, Water, or Drain Service – Exhibit Hall Only	Call for Details, Advance Orders Only—		

Wired and Wireless Internet Services	QTY REQ.	SERVICE REQUESTED	ADVANCE PRICE	FLOOR PRICE	TOTAL
		Internet Wired, one IP Address Per Week	\$795	\$995	
		Per Day	\$325	\$425	
		Wireless Internet – Exhibit Hall Per Exhibitor, per event	\$300	\$375	
		Guaranteed Bandwidth Connections Advance Orders Only	\$150/Mbps per day Minimum \$3000	45 day Advance Orders Only	
		Static IP Address per Event	This fee is in addition to the connection charge \$150 + \$325 for one Connection = \$475	Advance Only	
		Wireless Internet – Meeting Rooms Per Connection per day	\$20 each w/\$300 Minimum	\$30 each w/\$300 Minimum	
	<b>TOTAL:</b>				

<b>Payment options:</b> 1. Mail <b>completed form</b> with <b>payment</b> to:  Raleigh Convention Center 500 South Salisbury St. Raleigh, NC 27601  For internet questions: 919-996-8519 For electrical questions: 919-996-8526 All other questions please contact your Event Coordinator		2. Pay with <input type="checkbox"/> Mastercard <input type="checkbox"/> Visa <input type="checkbox"/> American Express (check one box)  Name on Card _____ Card number _____ Expiration (MM/YY) _____  Signature _____  <b>FAX completed form with credit card information to:</b> <b>919-996-8552</b>
<b>For Internal Use Only:</b> Date received: _____		Receipt number: _____

## **Raleigh Convention and Conference Center Utilities Order Form**

### **Connection:**

1. Under no circumstances shall anyone other than the Convention Center Electrician make electrical connections to the Convention Center distribution system.
2. Hourly fees may apply for special wiring requirements
3. Sharing power between booths is prohibited.
4. Convenience outlets that may exist in or near your booth are not included in your booth rental and may not be used.
5. All equipment provided by exhibitor must comply with all National Electric Codes, as well as, state, local and international safety codes.
6. The building engineer may refuse service to any requests deemed unsafe.
7. No two-wire (home-use) extension cords are allowed.

### **120/208v and 277/480v Power:**

The Convention Center can provide power for your equipment and machinery with the following limitations: We can only guarantee that we will be able to provide power if you order in advance. Not all locations of the building have access to higher amperage or voltage power. Please discuss your needs with Jimmy Pierce at (919) 996-8526. We generally can provide the power you need for most equipment, however, we do not stock all types of outlets. If you need to plug into something other than a standard 120 or 240 volt, 20 or 30 amp outlet you need to either bring an outlet of the correct type or provide equipment with bare wire leads that we will install into our breaker panel. We will not disassemble your machinery or equipment in order to wire it. Please provide equipment with either a plug or bare wire leads.

### **Right of way and Access:**

1. Convention Center reserves an easement behind each exhibit booth for the purpose of distributing electrical service to neighboring booths.
2. Unless otherwise directed, Convention Center electricians are authorized to cut floor coverings to permit installation of service.
3. Wall, column and permanent building utility outlets are not a part of the booth space and are not to be used by exhibitors without advance approval.
4. Access to floor boxes is strictly prohibited.
5. Displays and service panels must be available and accessible for inspection at all times.

### **Phone lines:**

You will be provided with one phone line with an RJ-12 plug for each phone line you order. The phone lines are analog lines suitable for use with computer modems, credit card machines, or for voice communication. If you want to use the line as a normal phone, you may rent the telephone set from us for an additional fee or bring your own telephone set. If you are using the line for a modem or credit card machine, you must program your device to dial 9, pause, then dial the number you are calling. The phone lines are disabled from making international calls or dialing 900, 976, and similar toll numbers. Long Distance Fees are charged to the client upon receipt of the final bill.

### **Air, Water, and Drain Service:**

Compressed air, water, and drain service must be ordered in advance. Not all areas of the Convention Center have access to these services, so please contact us early if you need these services. Call Jimmy Pierce at (919) 996-8526 to order these services.

### **Internet Services:**

All Internet Services are subject to Raleigh Convention Center's acceptable use policies and the RCC may suspend Service to any exhibitor or user Internet Service if the use is determined to be in violation of the acceptable use policies.

**Disclaimer:** Convention Center does not provide security, such as, but not limited to firewalls, etc. for any data circuit(s) that we provide. It is the sole responsibility of the exhibitor or customer to provide any necessary security. Software or content obtained from the use of Service may contain viruses or other harmful features and customer is solely responsible for protecting its equipment and software from such matters. RCC may delete any internet traffic or e-mail that contains a virus.