

Paducah McCracken County Convention and Expo Center

SERVICE CONDITIONS AND REGULATIONS

1. Use care in ordering power and know the requirements of your equipment. Insufficient wattage will result in blown fuses. Electrical service will be discontinued until load is reduced or proper wattage is added. Additional charges will be made for changes and additions.
2. All equipment, regardless of power source, must comply with all Federal, State and local safety codes.
3. All equipment must be properly tagged and wired with complete information as to type of current, voltage, phase, cycle horsepower, etc. Exhibitor is responsible for providing cable from machinery to power source. All temporary power connections must be in compliance with the National Electric Code.
4. All material and equipment furnished by the Paducah McCracken County Convention and Expo Center for this service shall remain the property of the Paducah McCracken County Convention and Expo Center. Exhibitor is responsible for the safe keeping of all equipment during the rental period and for all charges in either replacing or repairing rented equipment. The Exhibitor authorizes and agrees that the Paducah McCracken County Convention and Expo Center will charge to the accompanying credit card any labor, material or equipment charges incurred whether by loss or damage to equipment rented. Should Exhibitor load out of the building prior to the conclusion of the show, it is the responsibility of the Exhibitor to inform staff at the Service Desk and to return any equipment.
5. THE ELECTRICAL CIRCUITS ARE BEHIND THE DRAPES. DO NOT STORE ITEMS IN THIS SPACE. IF ITEMS ARE STORED IN THE SPACE, SERVICE WILL NOT BE ACTIVATED UNTIL THE AREA IS CLEARED FOR PERSONNEL PASSAGE. STORAGE OF ITEMS IN THIS SPACE COULD DISRUPT SERVICE. WHEN SERVICE CALLS ARE MADE BECAUSE OF THIS, A SERVICE CHARGE WILL BE ASSESSED FOR REINSTATING THE SERVICE.
6. All Exhibitor's cords must be 3-wired, grounded cords. All exposed non-current carrying metal parts of fixed equipment, which are likely to be energized, shall be grounded. Exhibitors are responsible for providing necessary adapters.
7. Rates quoted for all connections cover only the bringing of service to the rear of the booth in the most convenient manner.
8. Wall and permanent building utility outlets are not part of the booth space and are not to be used by Exhibitors.
9. Electrical power for lights and displays will be turned on 30 minutes prior to show opening and will be turned off 30 minutes after the conclusion of the show. 24-hour service is available at 1 ½ times the rates listed.
10. Service Requests received after the cutoff date will be charged the Floor Rate and may not be provided due to the configuration.
11. Landline phone services will not be offered, you will need to choose an internet option to utilize your credit card transactions.
12. There is a 3% fee charged on all credit card transactions.

Checks made payable to:

Paducah McCracken County Convention and Expo Center

No phone orders, you may email or mail to:

Paducah McCracken County Convention and Expo

415 Park Ave

Paducah, KY 42001

Curtis@paducahconventions.org

Phone 270-48-1346

Payment in full must accompany order.

****Floor Rates will apply to all orders not received*

*By the cutoff date of January 03,2021****

Service Order Form

Event: Outdoor Life Field & Stream Expo® – Paducah, Kentucky January 15-17, 2021

Booth #: _____ Booth Name: _____

*****MUST BE RECEIVED BY JANUARY 03, 2021 for DISCOUNT RATE*****

Qty	Description	Discount	Floor Rate	Amount
_____	1500 Watt 120V Single Outlet	\$40.00	\$80.00	\$_____
_____	2000 Watt 120V Double Outlet	\$50.00	\$100.00	\$_____
_____	10 Amp 208 Volt _____ Phase	\$75.00	\$150.00	\$_____
_____	20 Amp 208 Volt _____ Phase	\$75.00	\$150.00	\$_____
_____	30 Amp 208 Volt _____ Phase	\$95.00	\$190.00	\$_____

Wireless Internet Access _____ \$50 per booth - entire show \$_____

Upon arrival, bring your device(s) to our service desk (expo service hallway) to be connected to the WiFi.

Rates include hookup and disconnect of customers.

Labor to direct wire is an additional \$75/hour with a one hour minimum.

Rates include Kentucky Sales Tax

Service and equipment will be disconnected 30 minutes after show ends.

Advance payment in full must accompany order.

Payment is non-refundable whether the service is used or not.

Visa, MasterCard, Discover, American Express and Checks are accepted.

Subtotal \$ _____

There is a 3% fee charged on credit card transactions. + _____

Grand Total \$ _____

___ Check Enclosed – *payable to: Paducah McCracken County Convention and Expo Center*

___ Credit Card #: _____ Exp _____ CV# _____

Firm Name: _____ Phone: _____

Email Address: _____

Mailing Address: _____ Zip: _____

Print Name: _____

Signature _____ Date _____

*****Floor Rates will apply to all orders not received by the cutoff date of August 30, 2020*****

No phone orders, you may email, fax, or mail to:

Paducah McCracken County Convention and Expo, 415 Park Ave, Paducah, KY 42001

Curtis@paducahconventions.org • Phone 270-408-1346

-----INTERNAL USE-----

Date Received: _____ Date Charged CC: _____ Receipt Sent: _____ Initials: _____