



**DE VOS PLACE**

303 Monroe NW ♦ Grand Rapids, MI 49503  
(616) 742-6500 ♦ FAX # (616) 742-6590

**ELECTRIC SERVICE ORDER FORM**

PAYMENT FOR ADVANCE ORDERS MUST BE IN OUR OFFICE SEVEN (7) DAYS PRIOR TO MOVE-IN DATE

MAKE ALL REMITTANCE PAYABLE TO:  
SMG-DE VOS PLACE, ATTN: FINANCE DEPARTMENT

NAME OF EVENT \_\_\_\_\_ DATE OF EVENT \_\_\_/\_\_\_/\_\_\_

BOOTH # \_\_\_\_\_ BOOTH NAME \_\_\_\_\_

FIRM NAME \_\_\_\_\_ CONTACT \_\_\_\_\_

NAME \_\_\_\_\_ PHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

QUANTITY DESCRIPTION	ADVANCE	FLOOR	AMPS NEEDED	TOTAL
_____ 20 AMPS 110 VOLTS Standard outlet	\$60.00	\$90.00	_____	_____
_____ 208 SINGLE-PHASE <i>ORDERED IN 20-AMP INCREMENTS</i>	\$4.00 PER AMP	\$6.00 PER AMP	_____	_____
_____ 208 THREE-PHASE <i>ORDERED IN 20-AMP INCREMENTS</i>	\$5.00 PER AMP	\$8.00 PER AMP	_____	_____
_____ 480 SINGLE-PHASE <i>ORDERED IN 20-AMP INCREMENTS</i>	\$7.00 PER AMP	\$12.00 PER AMP	_____	_____
_____ 480 THREE-PHASE <i>ORDERED IN 20-AMP INCREMENTS</i>	\$8.00 PER AMP	\$14.00 PER AMP	_____	_____
_____ POWER STRIP RENTAL <i>MULTI OUTLET STRIP</i>	\$20.00		_____	_____
_____ EXTENSION CORD RENTAL	\$20.00		_____	_____
		ELECTRICAL CHARGES		_____

**EQUIPMENT- DESCRIPTION AND AMPERAGE**

*IF YOU DO NOT ORDER AN ADEQUATE AMOUNT OF AMPERAGE FOR YOUR EQUIPMENT (1) WILL BE CHARGED THE FLOOR RATE FOR THE INCREASE AND (2) WE WILL NOT GUARANTEE THAT YOUR POWER WILL BE INSTALLED BY THE START OF THE SHOW.*

RATES INCLUDE POWER OUTLETS ONLY. RATES DO NOT INCLUDE EXTENSION CORDS OR SURGE PROTECTORS. PLEASE BRING AN ADEQUATE SUPPLY OF EXTENSION CORDS. LABOR TO HARD-WIRE OR TROUBLESHOOT EQUIPMENT WILL BE BILLED AT \$50.00 PER HOUR AND WILL BE BILLED IN ONE-HOUR INCREMENTS.

CONDITIONS AND SAFETY REGULATIONS

1. WALL, COLUMN AND PERMANENT BUILDING UTILITY OUTLETS ARE NOT PART OF BOOTH SPACE AND ARE NOT TO BE USED BY EXHIBITORS.
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 DE VOS PLACE HOUSE ELECTRICIANS ONLY.
4. ALL EQUIPMENT MUST BE PROPERLY TAGGED AND WIRED WITH COMPLETE INFORMATION AS TO TYPE OF CURRENT, VOLTAGE, PHASE, HORSEPOWER, ETC.
5. ALL APPROPRIATE EXHIBITOR'S EXTENSION CORDS MUST BE OF THE THREE-WIRE GROUNDED TYPE; RESIDENTIAL TYPE EXTENSION CORDS AND POWER STRIPS ARE PROHIBITED BY LOCAL BUILDING AND SAFETY CODES.
6. AUTHORIZED PERSONNEL ONLY IN FLOOR BOXES.

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. DE VOS PLACE, SMG, CITY OF GRAND RAPIDS, COUNTY OF KENT, GRAND RAPIDS-KENT COUNTY CONVENTION ARENA AUTHORITY DO NOT ASSUME ANY LIABILITY FOR DAMAGES OF ANY TYPE WHATSOEVER OR LOSS OF ANTICIPATORY PROFITS RESULTING FROM THE USE OF EQUIPMENT ARISING FROM ANY CAUSE WHATSOEVER.

PAYMENT: CHECK \_\_\_ CASH \_\_\_ VISA \_\_\_ MASTERCARD \_\_\_ AMEX \_\_\_

CARD # \_\_\_\_\_ EXP. DATE \_\_\_\_\_

V-CODE (BACK OF CARD) \_\_\_\_\_

NAME ON CARD \_\_\_\_\_

SIGNATURE \_\_\_\_\_

**NO REFUNDS FOR CANCELLATIONS UNLESS A WRITTEN REQUEST IS RECEIVED BY THIS OFFICE  
A MINIMUM OF FOURTEEN (14) DAYS PRIOR TO THE FIRST MOVE-IN DATE OF THE SHOW**