



# ELECTRICAL SERVICES ORDER FORM

100 Civic Center - Tulsa, OK 74103  
 Fax forms to: 918-894-4774

**IN ORDER TO RECEIVE ADVANCE RATES, ORDERS MUST BE RECEIVED WITH FULL PAYMENT A MINIMUM OF 10 DAYS PRIOR TO THE FIRST MOVE-IN DATE. ORDERS RECEIVED AFTER THAT DATE OR WITHOUT PAYMENT ARE REQUIRED TO PAY REGULAR RATES.**

NAME OF EVENT \_\_\_\_\_ DATE OF EVENT \_\_\_\_\_  
 COMPANY NAME \_\_\_\_\_ BOOTH NUMBER(S) \_\_\_\_\_  
 CONTACT NAME \_\_\_\_\_ ADDRESS \_\_\_\_\_  
 TELEPHONE # \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

**Terms and Conditions:**

Advance orders shall receive priority service.  
 A standard electrical outlet consists of one single female plug. Service does not include adapters or special wiring.  
 Wall, column, and permanent buildings are not part of the booth space and are not to be used by exhibitors.  
 Unauthorized use of electrical services will be terminated or exhibitor must pay electrical service charge.  
 Electrical Service will be provided to the booth in a location and manner that is safest and most convenient.  
 Exhibitors are not permitted to share electrical service. All orders must be placed individually.  
 All floor orders or changes must be made with the Event Coordinator.  
 Cox Business Center staff is not permitted to take orders directly from exhibitors.  
 The Electrical Supervisor is obligated to refuse connection when wiring is not in compliance with Federal, State, and Local Safety Codes.  
 All furnished materials and equipment remains the property of the Cox Business Center or its assigned agent.  
 All materials that are removed from the premises or damaged will be billed accordingly.  
 Equipment problems must be reported immediately to the Event Coordinator or Electrical Supervisor.  
 Claims will not be considered unless filed by the exhibitor prior to the close of the show.  
 A minimum of half hour labor charge is included in the prices for all 208 Volt Single Phase and Three Phase.

**No credit will be issued for outlets installed but not used.**

**Please note:** All equipment must be outfitted with a fusible switch. Materials not included.

**ELECTRICAL SERVICE**

Qty.	Description	Advance Rate	Standard Rate	Amount
	20 AMP 110 Volt Outlet (standard house outlet)	\$50.00	\$70.00	
	30 AMP 208 Volt Single Phase Disconnect	\$60.00	\$80.00	
	40 AMP 208 Volt Single Phase Disconnect	\$70.00	\$90.00	
	50 AMP 208 Volt Single Phase Disconnect	\$80.00	\$100.00	
	20 AMP 208 Volt 3 - Phase Disconnect	\$90.00	\$110.00	
	30 AMP 208 Volt 3 - Phase Disconnect	\$100.00	\$120.00	
	40 AMP 208 Volt 3 - Phase Disconnect	\$110.00	\$130.00	
	50 AMP 208 Volt 3 - Phase Disconnect	\$120.00	\$140.00	
			<b>TOTAL</b>	

**ACCESSORIES**

Qty.	Description	Advance Rate	Standard Rate	Amount
	Extension Cords	-	\$30.00	
	400 AMP 208 Volt 3 - Phase	-	\$400.00	
	200 AMP 208 Volt 3 - Phase	-	\$300.00	
	120 AMP 208 Volt 3 - Phase	-	\$200.00	
	Fused Power Strip	-	\$15.00	
	480 Volt Power is available	Please Contact Electrical Supervisor If Needed		
			<b>TOTAL</b>	

**LABOR**

Qty.	Description	Standard Rate	Amount
	Labor is based on 4 hour minimum. (Labor is charged for special plugs and connections.)	\$45/HR	
		<b>TOTAL</b>	
			<b>GRAND TOTAL</b>