



# GREENSBORO COLISEUM COMPLEX

## EXPRESS UTILITIES ORDER FORM

FLOOR RATE PRICES APPLY TO ORDERS RECEIVED AT MOVE-IN  
 WE CANNOT GUARANTEE SERVICE PRIOR TO SHOW OPENING ON LATE REQUESTS

**EXHIBITORS MUST SUBMIT COMPLETED FORM. THE COLISEUM DOES NOT ACCEPT PHONE ORDERS FOR UTILITY SERVICE.**

Name of Event \_\_\_\_\_ Event Date \_\_\_\_\_ Booth # \_\_\_\_\_

Firm Name \_\_\_\_\_ Telephone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Print Name \_\_\_\_\_ Date \_\_\_\_\_

Please send a check or money order, or charge to your AMEX, VISA, MC or DISCOVER card:

**Fax credit card orders to 336-218-5537 or email to ColiseumUtilities@greensboro-nc.gov**

Card # \_\_\_\_\_ CVV# \_\_\_\_\_ Exp. Date \_\_\_\_\_

Authorized Signature (required) \_\_\_\_\_

ELECTRICITY	Quantity	Advance Rate		TOTAL
120 Volt-20 Amp Standard Drop Cord w/Duplex Receptacle		\$ 50.00		

Telephone service can be provided for local service only or with long distance capability. Telephone service includes hook-up and telephone set in your designated area for the duration of the event. The telephone is the property of the Greensboro Coliseum Complex and must be returned to the services area before the end of exhibitor move-out. Failure to return the phone will result in an additional charge.

TELEPHONE SERVICE	Quantity	Advance Rate		TOTAL
Telephone service with local calls only (includes toll free service)		\$ 150.00		
Telephone service with long distance calls**		\$ 300.00		

\*\* The cost for long distance service includes a deposit of \$150.00. A per minute fee is charged against this deposit. Any amount below the \$150.00 deposit will be refunded to the client. Any charges exceeding the \$150.00 will be an additional charge to the client.

WATER SERVICE	Quantity	Advance Rate		TOTAL
Constant Flow & Drainage - 1/2" line includes standard water hose				
Per Connection		\$ 125.00		

ONE TIME WATER FILL & DRAIN	Quantity	Advance Rate	Floor Rate	TOTAL
THIS IS FOR WATER ONLY. NO HAZARDOUS CHEMICALS				
1st Connection		\$ 90.00	\$ 105.00	

<b>GRAND TOTAL:</b>	
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**Check or money order to include late charges if applicable. Services will not be installed until payment is received.  
 NO EXCEPTIONS PLEASE.**

**\* ALL FLOOR RATES (DAY OF MOVE-IN OR SHOW) ARE A 40% INCREASE  
 RULES AND REGULATIONS ARE ON THE BACK OF THIS FORM  
 MAKE CHECKS PAYABLE & RETURN TO: GREENSBORO COLISEUM COMPLEX  
 1921 W. Gate City Boulevard  
 Greensboro NC 27403  
 Fax: 336-218-5537**

# CONDITIONS AND REGULATIONS

1. Wall column and permanent building utility outlets are not part of booth space and are not to be used by exhibitors unless specified otherwise. Under no circumstances shall anyone other than "house personnel" make service connections.
2. All equipment must comply with all federal, state and local safety codes.
3. Claims will not be considered unless filed by exhibitor prior to close of show.
4. Prices are based on current wage rates and are subject to change without notice.
5. All material and equipment furnished by the Greensboro Coliseum Complex for this service shall remain the Greensboro Coliseum Complex's property and shall be removed only by the Greensboro Coliseum Complex at the close of the show.
6. Greensboro Coliseum Complex personnel are authorized to cut floor coverings to permit installation of service.
7. Rates quoted for all connections cover only the bringing of service to the booth in the most convenient manner and do not include connecting equipment or special equipment to all work performed within booth will be charged on a time and material basis.
8. Credit will not be given for services installed and not used.
9. Orders must be received a minimum of ten (10) days prior to exhibitors arrival for move-in to qualify for advance rate.
10. Payment must accompany order. No exceptions please.
11. Notice of cancellations must be received prior to schedule move-in, in order to receive credit.
12. Service outlet size will be determined by volume required.
13. All equipment must be properly tagged as to intended outlet and pressure and volume requirement.
14. A separate connection fee will be paid for each piece of equipment using connected service, connected direct or otherwise.
15. If air and water pressure are critical, it is recommended that the exhibitor supply a pressure regulator. The Greensboro Coliseum Complex can not guarantee minimum and maximum pressure.