



CONVENTION AND VISITORS BUREAU

STATEHOUSE CONVENTION CENTER

P.O. Box 3232

Little Rock, AR 72203

(501) 255-3307 • Email: utilities@littlerock.com • FAX# (501) 376-7833

ALL ADVANCE ORDERS MUST BE RECEIVED SEVEN (7) DAYS PRIOR TO MOVE-IN FOR ADVANCE RATES.

EVENT DATE _____ ROOM NAME/ BOOTH# _____

NAME OF EVENT _____

COMPANY NAME _____

CONTACT NAME _____ PHONE _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

ELECTRICAL ORDER FORM

Rates quoted below cover only the bringing of service to the booth and do not include wiring. The Statehouse Convention Center does not stock receptacles for any electrical connection above a standard 20 amp, 110 volt outlet. Additional charge will be made if receptacles are not provided by the exhibitor. **Under no circumstances** shall anyone other than "center personnel" make electrical connections. Easy access to utility service panels must be provided at all times. Center personnel are authorized to cut floor coverings to obtain access to floor panels.

STANDARD ELECTRICAL REQUIREMENTS				
Quantity	Voltage Requirement	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	
	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	
			TOTAL	

SPECIAL VOLTAGE REQUIREMENTS: Special voltage can only be guaranteed if ordered in advance. Requests will be handled on a first-come, first-serve basis, due to limited amount of current available. * Indicate type of connection you will require, i.e. bare wire, plug configuration.

- MAKE SURE:
1. Equipment, regardless of source of power, complies with all federal, state and local safety codes.
 2. Form is filled out correctly and completely.
 3. You have enclosed a check or included a credit card number for the amount due.

Final Signature _____ Date _____ Total Charges _____

Payment must accompany order to receive advance order rates. Payment in full must be rendered prior to hook-up. Credit will not be given for utility service installed and not used.

Send this completed form with payment to the address at the top of the page. Make check payable to:
LITTLE ROCK CONVENTION & VISITORS BUREAU or pay by credit card.

Check Visa MasterCard American Express

Credit Card # _____ Expiration Date _____

Print Name _____ Authorized Signature _____

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PLUMBING ORDER FORM

WATER: City pressure 85 PSI (Water & drain connection cannot be guaranteed unless booth is located on or adjacent to utility trench and ordered in advance.) Note: Pressure may vary. No guarantee can be made of minimum or maximum pressures. If specific pressure is required, exhibitor should arrange to have a pressure regulator valve installed. If drainage is required contact Statehouse Maintenance: 501-370-3261.

	<u>Advance Rate</u>	<u>Standard Rate</u>	<u>Amount</u>
_____ Service charge for 1 st connection	\$50.00	\$70.00	\$ _____
_____ Each additional connection	\$25.00	\$45.00	\$ _____

- MAKE SURE:
1. Equipment, regardless of source of power, complies with all federal, state and local safety codes.
 2. You have enclosed a check or included a credit card number for the amount due.

\$ _____

Final Signature _____

Date _____

Total Charges _____

Payment must accompany order to receive advance order rates. Payment in full must be rendered prior to hook-up. Credit will not be given for utility service installed and not used.

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TELEPHONE AND INTERNET SERVICES ORDER FORM

SERVICE TYPES	QUANTITY	ADVANCE RATE	* STANDARD RATE	TOTAL
STANDARD TELEPHONE SERVICE <i>Does not include handset</i> Telephone line installation includes one touch-tone line. Long distance calls may be made using a credit card, or for an additional fee, long distance service can be added. Telephone line goes through a PBX. <u>Suitable for voice and fax service.</u> 28.8 bps connection		\$130.00	\$180.00 *	
STANDARD TELEPHONE SERVICE with LONG DISTANCE Telephone line installation includes one touch-tone line for making local calls. 10¢ per minute in addition to installation. Fees billed to credit card or to master account <i>Does not include handset</i>		\$140.00	\$190.00 *	
Standard Telephone Hand Set – 0500 (rental)		\$25.00	\$35.00	
BROADBAND INTERNET ACCESS One dynamic (DHCP) IP address per connection (PC REQUIREMENTS: Internet Explorer 5.0 or later. 10/100Base-T Ethernet, TCP/IP Protocol, configured to obtain IP address and DNS servers automatically). Technical Assistance may incur additional fees		\$185.00	\$275.00 *	
ADDITIONAL CONNECTIONS (IP addresses) for connection above		\$100.00	\$150.00	
WIRELESS INTERNET ACCESS - Complimentary PC REQUIREMENTS: Same as above. <i>Must have properly installed and configured wireless card.</i>				
Order Change (location or type) Service Charge after installation		\$50.00	N/A	
TOTAL				

NOTES:

Send this completed form with payment to the address at the top of the page.

Make check payable to STATEHOUSE CONVENTION CENTER or pay by credit card.

Check

Visa

MasterCard

American Express

Credit Card _____ #Expiration Date _____

Print Name _____ Date Card Charged _____

Authorized Signature _____ Authorization # _____

(*) Floor Rate applies to all orders received less than 7 days prior to move-in. Floor orders and/or changes received less than one day prior to move-in day cannot be guaranteed an installation time (additional charges may apply).

FOR OFFICE USE ONLY

Order Date:

Billing Party:

Billed Date:

NOTES: