



# Knoxville Convention Center Electrical Order Form

Complete order form and submit via fax, 865-251-6041, or mail to,  
Attn. Finance Department, P.O. Box 2543, Knoxville, TN 37901

Name of Event: _____	Event Date: _____	Booth#/Room(s): _____
Company Name: _____		Ordered by: _____
Address: _____	City: _____	State: _____ Zip: _____
E-Mail: _____	Phone: _____	Fax: _____

**DO NOT EMAIL CREDIT CARD INFORMATION. CALL FINANCE DEPARTMENT 865-251-6051**

**Payment must be received 14 days prior to first scheduled move in date to receive Advance Pricing. Prices are for entire event.**

120V Standard Electrical Outlets <small>(Does not include a power strip)</small>	QTY	Advance Rate: <small>(14 days prior to move-in)</small>	Floor Order	Amount
1501-2000 Watts, 20 AMPS, single outlet		\$75	\$125	\$
<b>Sub- Total Connections:</b>				\$
<b>For 24- Hour Power, Add 50% to Connections:</b>				\$
<b>120V Standard Total:</b>				\$

Miscellaneous Electrical Supplies & Tape	QTY	Advance Rate <small>(14 days prior to move-in)</small>	Floor Order	Amount
25' Extension Cords		\$15	\$20	\$
50' Extension Cords		\$15	\$20	\$
6- Outlet Power Strips		\$15	\$20	\$
Blue Painters Tape - (1) roll		\$10	\$20	\$
Yellow Gaffers Tape - (1) roll		\$30	\$40	\$
Black Gaffers Tape - (1) roll		\$30	\$40	\$
<b>MISCELLANEOUS TOTAL:</b>				\$

208V Single Phase Connections: <small>Labor minimum: (2 hrs./drop (1 hour in + 1 hour out))</small>	QTY	Advanced Rate <small>(14 days prior to move-in)</small>	Floor Order	Amount
30 amps: 208V, single phase		\$175	\$275	\$
<b>Sub-Total Connections:</b>				\$
<b>For 24- hour power; Add 50% to connection:</b>				\$
<b>Total Labor:</b> <small>(2 hours x Connection total)</small>		<i>See Labor Rate Schedule Below</i>	\$	\$
<b>208V Single Phase Total:</b>				\$

208V Three Phase Connections: <small>Labor minimum: (2 hrs./drop (1 hr. in + 1 hr. out))</small>	QTY	Advance Rate <small>(14 days prior to move-in)</small>	Floor Order	Amount
30 amps: 208V, three phase		\$250	\$350	\$
50 amps: 208V, three phase		\$450	\$550	\$
60 amps: 208V, three phase		\$550	\$650	\$
100 amps: 208V, three phase		\$550	\$650	\$
200 amps: 208V, three phase		\$750	\$850	\$
400 amps: 208V, three phase		\$1000	\$1,100	\$
<b>Sub-Total Connections:</b>				\$
<b>For 24- hour power; Add 50% to connection(s):</b>				\$

480V If you require 480 volts please call for a quote. <small>KCC Electricians must make all high voltage connections &amp; disconnections. (Labor minimum 4 hours = 2 hours in + 2 hours out)</small>				
	QTY	AMPS	Rate	Amount
<input type="checkbox"/> Three Phase <input type="checkbox"/> Neutral			\$	\$
<input type="checkbox"/> Three Phase <input type="checkbox"/> Neutral			\$	\$
<b>For 24 Hour Power; Add 50% to connection:</b>				\$
<b>Total Labor Hours</b> <small>(4 hours x Connection total)</small>		<i>See Labor Rate Schedule to the right</i>	\$	\$
<b>480V Total:</b>				\$

<b>Total Labor Hours</b> <small>(2 hours x Connection total)</small>	<i>See Labor Rate Schedule Below</i>	\$	\$	
<b>208V Three Phase Total:</b>				\$

Section Totals Labor Included	Amount
120V Standard Total:	\$
Miscellaneous Total:	\$
208V Single Phase Total:	\$
208V Three Phase Total:	\$
480V Total:	\$
<b>TOTAL DUE:</b>	

HOURLY LABOR RATE SCHEDULE: <small>Diagram of electrical placement must accompany order. Any changes in placement will incur additional labor charges at floor rate.</small>	Advance Rate <small>(14 days prior to move-in)</small>	Floor Rate
Monday-Friday: 8:00am-5:00pm	\$50	\$65
Saturdays - Sundays and Weekday Evenings (After 5:00pm)	\$80	\$95
Holidays	\$100	\$110

**\*Labor is charged per hour with a 2-hour minimum- 1 hour in & 1 hour out for all 208-volt single & three phase connections**

**\*Labor is charged per hour with a 4-hour minimum- 2-hours- in & 2-hours out for all 408 volt connections**

**Electrical Labor- 208V & 408V Schedule**

Preferred time/day to connect and disconnect electrical service(s). Requested times/days will be accommodated, if possible, but are not guaranteed.

- Requested Day/Time to Install: \_\_\_\_\_
- Requested Day/Time to Disconnect: \_\_\_\_\_

Labor to install 208V is 2- hours. (1 hour in & 1 hour out).

Labor to install 480V is 4- hours. (2 hours in & 2 hours out).

**SERVICE PLACEMENT:**

Please include a floor plan/layout of your booth space indicating all outlet locations with measurements and orientation. If a main power drop/delivery location is not indicated on the floor plan, Knoxville Convention Center will deliver to the most convenient location. For special placement, please fax a drawing and add one-hour labor by your total. Any changes made to location will incur additional labor charges at floor rate.

- Island Booth (Middle of Booth)
- Standard Booth (Back of Booth)

**24 HOUR SERVICES**

- Add 50% to service requirement charge. When 24- hour service is NOT required, exhibitor is expected to turn equipment off at the end of each day or the 24-hour service fee will be charged.

**208 VOLT & 480 VOLT POWER DELIVERY AND CONNECTIONS:**

- If you require a 480 Volt service, please call for a quote.
- KCC electricians must make all high voltage connections and disconnections. This is done on a time and material basis.
- Please complete the electrical labor for 208 Volt and 480 Volt to schedule your estimated connection time.
- There is no electric available in the ceiling. All electricity comes from columns or floor boxes. Call KCC for a quote on pricing and availability.
- Exhibitors must furnish all 208 Volt and 480 Volt male and female plugs.
- Rates for all connections include bringing one service connection to the booth in the most convenient manner for KCC electricians and does not include connecting equipment and wiring.
- Diagram of electrical placement must accompany order. If no diagram is received, standard electrical placement will be in the back of the booth. For all 208 Volt and 408 Volt electrical orders, we require a detailed booth drawing for correct placement of ordered service. Special placement adds 1-hour labor charge.
- Changes in electrical layout will incur additional labor charges at floor rate.
- There is a labor charge for all 208 Volt connections at 2 hours – 1 hour in + 1 hour out. See rates on Page 1.
- There is a labor charge for all 408 Volt connections at 4 hours – 2 hour in + 2 hour out. See rates on Page 1.
- All cords must be taped down. Tape needs to be a bright color anytime that cords are in front of doorways, aisles, emergency exit doors, or under carpet.
- Only painters' tape is allowed on ALL surfaces inside & outside the Knoxville Convention Center.
- You may provide your own painters' tape or purchase on site.
- If you are laying carpet in your booth over electrical cords you, cords must be taped to the carpet.

**Payment, Authorization & Fee Acceptance:** *Your signature on this form serves as acceptance of the Terms and Conditions, and authorizes the Knoxville Convention Center to charge the credit card provided for payment of services ordered on this form. The Knoxville Convention Center offers Visa, Master Card, Discover and American Express as credit card payment options via mail, fax or phone. TERMS AND CONDITIONS on Page 3. Should TERMS AND CONDITIONS not be attached, please email [billing@asmknoxville.com](mailto:billing@asmknoxville.com) or call 865-251-6051.*

**DO NOT EMAIL YOUR CREDIT CARD INFORMATION. IF CREDIT CARD IS PREFERRED METHOD OF PAYMENT, PLEASE SUBMIT VIA FAX, 865-251-6041, MAIL, ATTN: FINANCE DEPARTMENT, P.O. BOX 2543, KNOXVILLE, TN 37901, OR PHONE, 865-251-6051.**

- Company Check (Must be mailed in or presented on-site)
- Check # \_\_\_\_\_ Amount \_\_\_\_\_
- Cash (On-site only) \_\_\_\_\_
- Credit Card: American Express \_\_\_\_\_ MasterCard \_\_\_\_\_ Visa \_\_\_\_\_ Discover \_\_\_\_\_

**Make check payable to:  
Knoxville Convention Center**

Credit Card Number: XXXXXXXXXXXXXXXXXXXXXXXXXXXX Exp. Date: XXXXXX CVC:XXX

Name on Card: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Knoxville Convention Center

## Terms and Conditions of Electrical Services

### Standard Electrical Services:

120 Volt, A.C., Single Phase, 60 Cycle    208 Volt, A.C., Single Phase,  
60 Cycle 208 Volt, S.C., Three Phase, 60 Cycle    480 Volt, A.C. Three Phase, 60 Cycle

FOR ANY ADDITIONAL NEEDS OR QUESTIONS, PLEASE CONTACT KATE JACKSON, DIRECTOR OF EVENT SERVICES,  
CELL: 865-740-0477, EMAIL: Kate.Jackson@AMSKnoxville.com

PLEASE READ THESE TERMS AND CONDITIONS COMPLETELY. BY PROVIDING AN AUTHORIZED SIGNATURE ON PAGE 2 OF THIS  
SERVICE ORDER FORM, YOU ARE AGREEING TO THE FOLLOWING TERMS AND CONDITIONS.

- All exhibitor equipment, regardless of source of power, must comply with the National Electrical Code, all Federal, State, and Local Safety Codes.
- The Knoxville Convention Center serves as its own exclusive utility service provider. Under NO circumstances shall anyone other than Knoxville Convention Center's electrician make electrical connections or disconnections.
- Special equipment requiring company engineers or technicians for assembly, servicing, preparatory work, and/or operation may be executed without a KCC electrician. However, a KCC electrician must make all service connections and ensure overload protection.
- Any service requiring overhead distribution of electrical power must be requested (10) business days in advance of the first move-in day and will incur additional charges. There is no electricity available in the ceiling inside Exhibit Halls A and B. All electricity comes from columns and floor boxes. Call Knoxville Convention Center to check availability and cost.
- The Knoxville Convention Center reserves the right to refuse connection to any exhibitor whose equipment is deemed unsafe by KCC's electrical supervisors.
- Diagram of electrical placement must accompany order form. If no diagram is received, standard electrical placement will be in the back of the booth. Special placement adds 1-hour labor charge. Changes in placement will incur additional labor charges at floor rate.
- To receive advance pricing, complete order form and payment must be received by the Knoxville Convention Center a minimum of (14) days prior to the first scheduled move-in day. Advance orders shall receive priority installation and service.
- Use of clip sockets, latex or lamp cord wire, unapproved duplex or triplex attachment plugs in booths is prohibited. NO DAISY CHAINING ALLOWED.
- Permanent building electrical outlets are not part of booth space and cannot to be used by exhibitors unless specified otherwise.
- All exhibitor equipment must be properly tagged or marked with complete information as to type and/or amount of current, voltage, phase, frequency, horsepower, etc.
- All material and equipment furnished by the Knoxville Convention Center for the service ordered shall remain the property of the Knoxville Convention Center and shall be removed by the Knoxville Convention Center staff only at the close of the show. A replacement fee will be charged to the exhibitor for any Knoxville Convention Center supplied equipment removed from the booth by exhibitor.
- Submission and signing of this order form authorizes Knoxville Convention Center electricians to cut floor coverings as may be required to install service.
- All exhibitor owned 120 Volt cords must be three wire and grounded. All exposed, non-current carrying metal parts of energized fixed equipments shall be grounded. Residential type extension cords and power strips are prohibited by local building and safety codes.
- Rates for all connections include bringing one service connection to the booth in the most convenient manner for KCC electricians and does not include connecting equipment or wiring.
- Submission of this order authorizes Knoxville Convention Center electricians to place distribution panels, quad boxes, and/or cords as may be required for power distribution to your booth and adjacent booths. Any changes in placement will incur additional labor charges.
- Obstructions blocking utility floor pockets, distribution panels, quad boxes, and/or cords are subject to relocation at the exhibitors' expense as deemed necessary by Knoxville Convention Center electricians and/or Fire Marshal's office.
- Any requirements over and above what is listed on this form should be attached and returned with this form to the Knoxville Convention Center.
- Payment in full must be rendered prior to service installation.
- Credit will not be issued for service installed and not used.
- Claims will not be considered unless filed by the exhibitor prior to close of show.**
- Prices are subject to change without notice.
- Your signature on Page 2 authorizes the Knoxville Convention Center to charge the credit card provided for payment of services ordered. The Knoxville Convention Center offers Visa, Master Card, Discover and American Express as credit card payment options via fax, mail or phone. **DO NOT EMAIL YOUR CREDIT CARD INFORMATION. IF CREDIT CARD IS PREFERRED METHOD OF PAYMENT, PLEASE SUBMIT VIA FAX, 865-251-6041, MAIL, ATTN: FINANCE DEPARTMENT, P.O. BOX 2543, KNOXVILLE, TN 37901, OR PHONE, 865-251-6051.**
- The parties agree that the implied warranties of merchantability and fitness for a particular purpose and all other warranties, expresses or implied, are executed from this agreement. Knoxville Convention Center does not assume any liability for damages or any type whatsoever or loss of anticipatory profits resulting from the use of equipment or services or delivery or installation, or damage of any sort whatsoever to user's goods or equipment arising from any cause whatsoever.

2022- JANUARY