

Hickory Metro Convention Center

1960 13th Ave. Dr. SE ❖ Hickory, NC 28602
 Phone 828.324.8600 ext. 200 ❖ Fax 828.345.0700 www.hickoryconventions.com

2011 Invoice and Order Form for Electric, Telephone and/or Internet Hook-up

Please use this form to order Electric, Telephone and Internet hook-up for your exhibit.

Electric	<u>Advance</u> ¹	<u>Regular</u>	<u>Quantity</u>	<u>TOTAL</u>
120v Single Phase (plus labor if necessary) ²				
0-20 amps	\$75.00	\$120.00		
21-30 amps	\$89.00	\$125.00		
208v Single Phase (plus labor if necessary) ²				
0-20 amps	\$140.00	\$205.00		
21-30 amps	\$183.00	\$254.00		
31-50 amps	\$249.00	\$372.00		

HMCC use only:

Please contact HMCC for pricing for higher requirements, including 208v 3-phase and 408v 3-phase

NOTE: EXTENSION CORDS must be at least 16-gauge, grounded, UL listed!

¹ = HMCC must receive payment & completed form no later than 12 days in advance of exhibitor move-in.
² = Labor for electrical work on exhibitor's equipment, including disconnects, repairs, tracing malfunctions and special hook-ups to be charged in one hour increments with a one hour minimum. Charges at current prevailing rate plus material - please call for rates

Telephone

The cost is \$193.00 per line – includes installation labor, wire, monthly line charge (1 month minimum) and disconnection.

I am ordering _____ line(s) at \$198.00 per line for a total of \$_____.

Please note: Our carrier requires 12-working days advance notice to guarantee installation. Phone lines are **restricted long distance**. You can only make local, collect, calling card, credit card & 1-800 calls (which usually covers a credit card machine).

Internet	<u>Advance</u> ²	<u>Regular</u>	<u>Quantity</u>	<u>Total</u>
Wireless Internet Connection; Up to 256 kbps	No Charge			
Unshared Ethernet Service; One IP Address	\$250.00	N/A ¹		
Shared Ethernet Service; One IP Address	\$755.00	N/A ¹		

¹ = Ethernet Service must be ordered at least 12 working days in advance of the event.
² = HMCC must receive payment & completed form no later than 12 days in advance of exhibitor move-in.

Payment made 12+ days in advance: Company/personal check, MasterCard, Visa, American Express, certified check, bank check or cash.

Payment made less than 12 days in advance: MasterCard, Visa, American Express, certified check, bank check or cash.

HMCC cannot guarantee service if order form and payment is received less than 12 days in advance of move in.

HMCC does not invoice for this service. If you need an invoice, please use a copy of this form.

Please provide the information requested below and mail or fax this order form to the Hickory Metro Convention Center. Make checks payable to: Hickory Metro Convention Center.

Event: _____ Date(s): _____ Booth #: _____
 Company Name: _____ Contact Name: _____
 Company Address: _____ City: _____ Zip: _____
 Phone: () _____ Fax: () _____ E-mail: _____

Please Circle: American Express MasterCard Visa Discover Check
 Name on Card: _____
 Card No.: _____ Exp. Date: Month _____ Year _____
TOTAL: \$ _____ **Security Code #** _____
 I authorize **HMCC** to charge the above account as indicated above.
 Cardholder _____ Date _____