

# STATEHOUSE CONVENTION CENTER

P.O. Box 3232

Little Rock, AR 72203

(501) 370-3248 • FAX# (501) 376-7833

CONVENTION AND VISITORS BUREAU

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

EVENT DATE September 26—27, 2010 ROOM NAME/ BOOTH# TBA

NAME OF EVENT ArLA/SELA 2010 Joint Conference

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				
# Connections	Circle: single or 3 phase	Advance order	Floor order	Amount
	20 amp 110 v double outlet	\$40.00	\$60.00	\$
	20 amp 208 v single or 3 phase	\$50.00	\$70.00	\$
	30 amp 208 v single or 3 phase	\$60.00	\$80.00	\$
	40 amp 208 v single or 3 phase	\$70.00	\$90.00	\$
	50 amp 208 v single or 3 phase	\$80.00	\$100.00	\$
	60 amp 208 v single or 3 phase	\$90.00	\$110.00	\$

<b>SPECIAL VOLTAGE REQUIREMENTS:</b> 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.				
# Connections	Circle: single or 3 phase	Advance order	Floor order	Amount
	15 amp 440 v single or 3 phase	\$ 90.00	\$110.00	\$
	20 amp 440 v single or 3 phase	\$100.00	\$120.00	\$
	30 amp 440 v single or 3 phase	\$120.00	\$140.00	\$

- 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.**

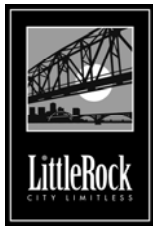
Send this completed form with payment to the address at the top of the page. Make check payable to STATEHOUSE CONVENTION CENTER or pay by credit card.

Check                       Visa                       MasterCard                       American Express

Credit Card # \_\_\_\_\_ Expiration Date \_\_\_\_\_

Print Name \_\_\_\_\_ Authorized Signature \_\_\_\_\_

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## PLUMBING ORDER FORM

**COMPRESSED AIR:** 80-100 lbs. PSI (Compressed air cannot be guaranteed unless the booth is located on or adjacent to a utility trench and ordered in advance.) Only 100 CFM available on a first-come, first-serve basis. (Exhibitors must provide own regulators.)

	<u>Advance order</u>	<u>Floor Order</u>	<u>Amount</u>
_____ Service charge for 1 <sup>st</sup> connection up to ½" max.	\$25.00	\$35.00	\$ _____
_____ Each additional connection	\$10.00	\$15.00	\$ _____
_____ Size of connection required			
_____ CFM required			

**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 order</u>	<u>Floor Order</u>	<u>Amount</u>
_____ Service charge for 1 <sup>st</sup> connection	\$25.00	\$35.00	\$ _____
_____ Each additional connection	\$10.00	\$15.00	\$ _____

**GAS – NATURAL GAS:** Standard pressure (4oz.) Convention Center personnel does not hook up natural gas. If a booth requires natural gas, arrangements must be made in advance, with either the gas company or a licensed gas fitter. Note: A booth requiring natural gas **MUST** be on or adjacent to a utility trench. Questions regarding gas hook ups should be directed to Statehouse Convention Center Maintenance at 501-370-3261.

- 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.**

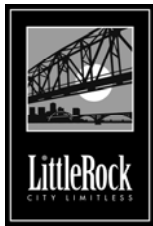
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## TELEPHONE AND INTERNET SERVICES ORDER FORM

SERVICE TYPES	QUANTITY	ADVANCE ORDER	* FLOOR ORDER	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, 28.8 bps connection</u>		\$130.00	\$200.00 *	
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	N/A	
Long Distance Access (credit card required   Rate: \$10, plus 15¢ per minute)		\$10.00	N/A	
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 PC REQUIREMENTS: Same as above. <i>Must have properly installed and configured wireless card.</i> (DAYS x CONNECTIONS x RATE)=Total for daily connection	# days	\$35.00	\$50.00	
	# PCs			
Order Change (location or type) Service Charge after installation		\$50.00	N/A	
<b>TOTAL</b>				

**NOTES:**

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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).**

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Order Date: \_\_\_\_\_ NOTES: \_\_\_\_\_  
 Billing Party: \_\_\_\_\_  
 Billed Date: \_\_\_\_\_