



CONVENTION AND VISITORS BUREAU
STATEHOUSE CONVENTION CENTER

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	03/02-03/18	ROOM NAME/ BOOTH#	
NAME OF EVENT	Little Rock Marathon		
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

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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Check

Visa

MasterCard

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Print Name

Authorized Signature

FOR OFFICE USE ONLY

