



Event Contract # \_\_\_\_\_

2021 Electrical Service Order Form

(Office Use Only)

Mail to:

ASM Global - Albuquerque Convention Center
Attention: Finance Division
401 2nd Street NW
Albuquerque, NM 87102
Phone: (505) 768-3863 Fax: (505) 768-3825



TRAINED IN COVID-SAFE PRACTICES

Standard Electrical Drops table with columns: Quantity, Description, 5 day Advance Rate, Floor Rate, Amount (Quantity x Rate). Includes sections for Single Phase 120V, Single Phase 208V, Triple Phase 208V, Rental Items, and Custom Electrical Work.

\*Custom electrical setups, other than those listed above, are billed in 1/2 hour increments.

\*PAYMENT IN FULL MUST BE RENDERED BEFORE SERVICE IS CONNECTED

Please type or print legibly. Fields include: Date of Order, Name of Event, Date of Event, Booth #, Exhibit Name, Contact Name, Phone Number, E-mail.

Special Instructions. Comment field with a diagram showing booth layout (Rear, Aisle, Left, Right) and NEMA Configuration options (3 Wire, 4 Wire, 5 Wire).

Three Phase 480V service available. Call (XXX) XXX-XXXX for custom electrical setup quote

Under no circumstances shall anyone other than the "House Electrician" make electrical connections to the facility's Electrical system. Convention Center Staff are only responsible for primary power. Refunds/Claims will not be considered unless filed by exhibitor prior to start of show. All Exhibitor supplied extension cords must be UL rated and meet facility standards.

Form of Payment: ( ) Enclosed is my check or money order made Payable to: ASM Global - Albuquerque Convention Center ( ) American Express \ ( ) Visa \ ( ) MasterCard \ ( ) Discover CC# \_\_\_\_\_ Name on Card: \_\_\_\_\_ Exp Date: \_\_\_\_\_ Address: \_\_\_\_\_ City: \_\_\_\_\_ ST: \_\_\_\_\_ ZIP: \_\_\_\_\_ I authorize ASM-Albuquerque Convention Center to charge my card for services listed. Authorized Signature: \_\_\_\_\_