



Rhode Island Convention Center
 One Sabin Street, Providence, Rhode Island 02903-1814
 Telephone (401) 458-6100 Fax (401) 458-6298

Office Use Only
 PA: _____

HVAC SERVICE ORDER FORM

Name of Event _____ Event Dates _____ Booth # _____
 Company Name _____ Phone # _____ Fax # _____
 Address _____ City _____ State _____ Zip _____
 Contact Person _____ Signature _____ Date _____

Payment Notice: Prepaid rates apply only to orders received **15 days** prior to the first scheduled event move in day. Standard rates apply to orders received after this time. No Exceptions. Tax must be included unless a state tax exemption document is provided. HVAC SERVICES WILL NOT BE SUPPLIED UNTIL PAYMENT IS RECEIVED IN FULL.
For connections over 10 feet, an additional charge may apply based on booth placement corresponding with a house connection.

WATER AND DRAIN SUPPLY (NON – POTABLE)						
Water (cold) up to 500 gallons	*Pre Paid Rate	Standard Rate	Quantity	Subtotal	RI 7% tax	Total
1 st Connection	\$240.00	\$288.00				\$
Each Additional Connection	\$120.00	\$144.00				\$
Each Additional 100 Gallons	\$10.00	\$10.00				\$
Drain Connection						
1 st Connection	\$270.00	\$324.00				\$
Each Additional Connection	\$102.00	\$122.40				\$
One Time Fill & Drain - Up to 500 gallons maximum						
One Time Fill and Drain	\$240.00	\$288.00				
Per Additional Units	\$90.00	\$108.00				\$
Each Additional 100 Gallons	\$10.00	\$10.00				\$
Sink Rental						
Sink w/ 4gal hot water	\$462.00	\$554.40				\$
Sink w/ cold water	\$390.00	\$468.00				\$
Compressed Air (100lbs of house pressure – must bring own regulator)						
1 st connection	\$225.00	\$282.00				\$
Each Additional	\$100.00	\$125.00				\$
					Subtotal:	\$
					Tax (7%)	\$
					TOTAL	\$

HVAC LABOR –CHARGES APPLY WITH STANDARD RATES ONLY					
• Labor Time will be charged in One Hour Increments. Minimum Charge One Hour					
	Standard Rate	Quantity	Subtotal		Total
Straight Time: Monday - Friday	\$57.75 / hour			No Tax	\$
Premium Time: Saturday/Sunday/Holidays	\$86.75 / hour			No Tax	\$
				TOTAL	\$

Send this completed form with payment to the address at the top of the page. Please make checks payable to: Rhode Island Convention Center or you may pay by Credit Card. Company Check # _____

Visa
 MasterCard
 AMEX
 Discover

Card#: _____ Exp Date: _____

Print Name: _____

Authorized Signature: _____

Total for All Services \$ _____

Please Attach floor plan for specific installation. Thank You.

Instructions:

L	REAR	R
E	Standard Booth	I
F		G
T		H
		T

**DO NOT return this form to your decorating company.
 Please read policies on the second page of the form.**



Terms and Conditions HVAC Services

1. Payment in full must be rendered prior to delivery of service.
2. Advance order payment guarantee discount rate only, not availability of service.
3. Advance orders must be received a minimum of fifteen (15) days prior to scheduled move-in date. Date payment is received by the Rhode Island Convention Center will determine applicable date.
4. Credit will not be given for services installed, but not used.
5. Changes of orders after installation may be subject to labor charges. Minimum of one hour.
6. All materials and equipment furnished by RICC for the service order shall remain the property of RICC and shall be removed only by the RICC staff at the close of the event.
7. Rates quotes for all connections cover the delivery of service to the booth / space in the most convenient manner and do not include connecting equipment and special wiring. Request for special services such as placing cords or relocating service(s) will be subject to additional labor charges.
8. Service outlet size will be determined by the volume required.
9. Walls, columns and permanent building utility outlets are not part of booth space and are not to be used by exhibitors.
10. Claims will not be considered unless filed by the exhibitor prior to the close of the event.
11. All equipment to be connected by the RICC technicians must comply with the federal, state and local safety codes.
12. Under no circumstance should anyone other than a RICC technician make service connection.
13. HVAC service will be turned on one (1) hour prior to show opening and turned off at event closing each day.
14. RICC is not responsible for equipment that is not powered down correctly at the end of each day.
15. Advanced / Faxed order receipts can be obtained at the Exhibitor Services Center located on the 3rd Level of the Rhode Island Convention Center.
16. Unless otherwise directed, RICC Personnel are authorized to enter the booth for utility box access and/or to cut floor coverings to permit installation of service.
17. This order form must be fully completed in order to process.

**Please return this form to the Rhode Island Convention Center (401-458-6298)
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**Questions regarding service should be directed to the Exhibitor Services Center
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One Sabin Street
Providence, RI 02903
(401) 458-6100
Fax (401) 458-6298**