



EXHIBITOR ELECTRICAL SERVICE FORM

Convention/Show: _____

Company Name: _____

Booth #: _____

Booth Contact Person: _____

Contact Phone: _____

Contact Email: _____

Credit Card Authorization

I hereby authorize Jackson Convention Complex/Oak View Group to initiate a credit card transaction for payment of fees and services set forth in the Jackson Convention Complex/Oak View Group Use License Agreement. I agree to the 3.5% transaction fee for each transaction to be charged by Jackson Convention Complex/Oak View Group.

Further, I agree not to hold Jackson Convention Complex/Oak View Group responsible for any delay or loss of funds due to incorrect or incomplete information supplied by me or anyone representing on my behalf.

Master Card Visa American Express Discover

Amount: _____

Name of Group: _____

(Please Print)

Date(s) of Stay: _____

Credit Card Number: _____

Expiration Date: _____

Name on Card: _____

Card Holders Signature: _____

Address: _____

City, State, Zip: _____

Phone Number: _____

For Accounting Use Only:

Authorization #: _____

Authorized Amount: \$ _____

IMPORTANT CONDITIONS & REGULATIONS

1. ADVANCE ORDERS: To receive the below listed rates, orders must be received prior to first show day.
2. Payment IN FULL on Credit Card Authorization Form, must accompany service order form.
3. All order form information must be completed in full for order to be processed. Incomplete order forms could result in processing delays resulting in slow service installation.
4. No service will be installed until full payment is received.
5. Cancellations: After installation - NO REFUND.
6. Rates quoted for all connections cover only the bringing of service to the booth in the most convenient manner as determined by the Jackson Convention Complex and DO NOT include connecting equipment to provided services.
7. Special placement or relocation of service will result in a labor charge. Payment IN FULL must be rendered for such services before the close of event day.
8. Advance orders will receive priority service.
9. Standard wall, column and permanent building electrical outlets are not a part of booth space and are not to be used by exhibitors unless specified otherwise.
10. Under NO circumstances shall anyone other than "house electrician" make electrical connections.
11. All materials and equipment furnished by the Jackson Convention Complex for this service order shall remain the property of the Jackson Convention Complex and shall be removed ONLY by the Jackson Convention Complex at the close of the show.
12. All exhibitors' 120 Volt cords must be of the 3 wire, grounded type. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.
13. The Jackson Convention Complex reserves the right to refuse connection to any exhibitor whose equipment is deemed unsafe by the Jackson Convention Complex's electrical supervisors.
14. Power requirements crossing aisles will not be installed unless approved by show management.
15. Prices are based upon current wage rates and are subject to change without notice.

Service	Advanced Price	Floor Price	Qty Needed	Total
120v Single Phase Drop	\$125.00 per outlet/drop	\$145.00 per outlet/drop		\$
130v Single Phase Drop	\$150.00 per outlet/drop	\$170.00 per outlet/drop		\$
Extension Cord	\$20.00 per cord			\$
Power Strip	\$15.00 per strip			\$
			SUBTOTAL:	\$
			ADD – MS Gross Receipts Tax (10%):	\$
			TOTAL	\$

Special Instructions:

Please complete the attached credit card form with this order form and fax all form to **601-960-2584**.