



4501 Boardwalk \* Wildwood, NJ 08260  
 (609) 729-9000 \* (609) 846-2677 Fax

# 2023 Exhibitor Services – Trade Show

## Electric, Phone, Internet, Cable, Booth Service Order Form

Name of Exhibition or Show: \_\_\_\_\_ Booth #: \_\_\_\_\_  
 Firm/Booth Name: \_\_\_\_\_ Show Dates: \_\_\_\_\_  
 Address: \_\_\_\_\_ Phone #: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Fax #: \_\_\_\_\_  
 Ordered by: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 (Print or Type)

\*PAYMENT: Cash \_\_\_\_\_ Check No: \_\_\_\_\_ Visa \_\_\_\_\_ MasterCard \_\_\_\_\_ AMEX \_\_\_\_\_ Discover \_\_\_\_\_  
 CARD #: \_\_\_\_\_ EXP DATE: \_\_\_\_\_ SEC CODE: \_\_\_\_\_  
 CARDHOLDER NAME: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_  
 Billing Address(if different from above): Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

\*Signature of requesting party on order form indicates acceptance of terms and conditions on reverse side.

Checks are to be made payable to: The Wildwoods Convention Center  
 PAYMENT NOTICE: Preorder rates apply only to orders paid in full and received ten (10) days prior to the first scheduled move in day.  
ON-SITE RATES must be paid at the time of move-in for all other orders. NO EXCEPTIONS.  
 ALL ORDERS MUST BE PAID IN FULL BEFORE SERVICES ARE RENDERED.  
 ALL ORDERS MUST BE MAILED, FAXED OR PLACED ON SITE. NO TELEPHONE ORDERS WILL BE ACCEPTED.

### ELECTRICAL SERVICE

<b>Standard Power: Service will be brought to the booth in the most convenient manner.</b>			
QUANTITY: ONE SINGLE OUTLET	PRE-ORDER RATE	ON-SITE RATE	TOTALS
_____ 120 Volts Up To 500 Watts (20 Amps)	\$40.00	\$50.00	\$ _____
_____ 120 Volts Up To 1000 Watts (20 Amps)	\$45.00	\$55.00	\$ _____
_____ 120 Volts Up To 1500 Watts (20 Amps)	\$50.00	\$60.00	\$ _____
_____ 120 Volts Up To 2200 Watts (20 Amps)	\$55.00	\$65.00	\$ _____
<b>Rental items listed below do not include electrical services. Exhibitor must order electrical services to utilize rental service.</b>			
<b>Limited Availability.</b>			
QUANTITY	PRE-ORDER RATE	ON-SITE RATE	TOTALS
_____ Extension Cord	\$10.00	\$10.00	\$ _____
_____ Power Strips	\$10.00	\$10.00	\$ _____

### SPECIAL ELECTRICAL SERVICE\*

<b>208 Volts – SINGLE PHASE – per single connection</b>					<b>208 Volts – THREE PHASE – per single connection</b>				
QUANTITY	Amps	Pre-Order Rate	On-Site Rate	TOTALS	QUANTITY	Amps	Pre-Order Rate	On-Site Rate	TOTALS
_____	20	\$ 70.00	\$ 80.00	_____	_____	20	\$ 95.00	\$105.00	_____
_____	30	\$ 75.00	\$ 85.00	_____	_____	30	\$ 100.00	\$110.00	_____
_____	40	\$ 80.00	\$ 90.00	_____	_____	40	\$ 105.00	\$115.00	_____
_____	50	\$ 85.00	\$ 95.00	_____	_____	50	\$ 110.00	\$120.00	_____
_____	60	\$ 90.00	\$100.00	_____	_____	60	\$ 115.00	\$125.00	_____

\* For special service, please indicate plug configuration listed on last page.

## WATER SERVICE

Water Service:	Advance Fee	Floor Order Fee	QTY	TOTAL
Not Available in Meeting Rooms or Ballroom.	\$55.00	\$65.00	_____	_____

## PHONE, INTERNET & CABLE SERVICES

TELEPHONE SERVICE AVAILABLE*	Advance Fee**	Floor Order Fee***	Qty.	Total
1. Local or 800 access (9 out)	\$ 80.00	\$150.00		
2. All access, Fax or Modem (9 out)	\$170.00	\$330.00		
3. Internet Access: 10/100 Base T Local Area Network	\$80.00	\$150.00		
4. Cable Access	\$80.00	\$150.00		
<b>Grand Total</b>				
*Includes up to 3 days of usage. INTERNATIONAL CALLS EXTRA				
** Two or more weeks before event				
*** Day of show.				

## BOOTH SERVICES

Booth Services	Advance Fee**	Floor Order Fee***	Qty.	Total
1. Display Construction* (per hour)	\$55.00	\$ 65.00		
<b>Grand Total</b>				
*Includes but not limited to any display that requires power tools to construct. A Wildwoods Convention Center staff member must be present during the assembly. Prior notice given will ensure proper staffing for construction of booth. If prior notice is not given, exhibitor must wait until staff becomes available for assembly.				

All services that have not been properly ordered for their equipment requirements will incur additional charges at the floor rate to accommodate their equipment. All orders must be paid in full prior to the opening of the first day of the show.

See Reverse For Conditions & Regulations.

Grand Total Due \_\_\_\_\_

### **PAYMENT NOTICE:**

PRE-ORDER RATES apply only to orders received and paid in full seven (7) days prior to the first move-in day of show.

ON-SITE RATES must be paid at move-in for all other orders. NO EXCEPTIONS.

ALL ORDERS MUST BE PAID IN FULL PRIOR TO THE OPENING OF THE FIRST DAY OF THE SHOW.

WE ACCEPT CASH, CHECKS, MONEY ORDERS, VISA, MASTERCARD, AMEX & DISCOVER CARDS.

**All terms, conditions and rates on this form are subject to change at anytime without notice.**

### **CONDITIONS FOR PROCESSING SERVICES ORDER FORMS:**

1. Payment in full must accompany service form to be considered.
2. All order form information must be completed in full for order to be processed. Incomplete forms could result in processing delay that may result in floor rate or slow service installation.
3. No service will be installed until full payment is received.
4. Cancellations:
  - Refunds will be computed as follows:
    - A written request for refund must be received a minimum of ten (10) days prior to first move-in day of show.
    - Refunds will be forwarded by mail or credited after being processed by proper departments.
    - NO REFUNDS AFTER INSTALLATION
5. All returned checks will incur a \$30 Returned Check Fee.





























































ANY DISCREPANCIES OR DEVIATIONS FROM THE ORIGINAL ORDER MUST BE BROUGHT TO THE ATTENTION OF THE WILDWOODS CONVENTION CENTER EVENT MANAGER PRIOR TO THE OPENING OF THE FIRST DAY OF THE SHOW! ALL CHANGES TO THE ORIGINAL ORDER MAY DELAY THE INSTALLATION OF SAID ORDER.

## ELECTRICAL SERVICE CONDITIONS

1. Rates quoted cover delivery of service to the back of the booth and do not include connecting your equipment.
2. Tagging of equipment for proper voltage, phase, connection, etc. is exhibitor's responsibility.
3. Exhibitors using electronic equipment should supply surge protectors for their equipment (there is no surge protection on electrical drops.)
4. The Wildwoods Convention Center is not responsible for voltage or frequency variances.
5. Any changes in location after initial installation will reflect a new order change.
6. Wall, column and permanent building utility outlets are not part of booth space and are not to be used by exhibitors unless paid for and installed by Wildwood Convention Center engineer.
7. All equipment, regardless of source of power, must comply with all Federal, state and local building and safety codes.
8. All service connections and overload protection to such equipment must be made by the Wildwoods Convention Center Engineering staff only.
9. All appropriate exhibitor's extension cords must be of the three-wire grounded type; residential type extension cords and power strips cords are prohibited by local building and safety codes.
10. All exposed non-current carrying metal parts of fixed equipment that are liable to be energized must be grounded.

THE PARTIES AGREE THAT THE IMPLIED WARRANTIES OF MERCHANTABILITY AND THE FITNESS FOR A PARTICULAR PURPOSE AND ALL OTHER WARRANTIES, EXPRESSED OR IMPLIED, ARE EXCLUDED FROM THIS AGREEMENT. SMG AND THE WILDWOODS CONVENTION CENTER DO NOT ASSUME ANY LIABILITY FOR DAMAGES OF ANY TYPE WHATSOEVER OR LOSS OF ANTICIPATORY PROFITS RESULTING FROM THE USE OF EQUIPMENT OR SERVICES OR DELIVERY OR INSTALLATION, OR DAMAGER OF ANY SORT WHATSOEVER TO USER'S GOODS OR EQUIPMENT ARISING FROM ANY CAUSE WHATSOEVER.

### Plug Configurations

Voltage	15 Ampere		20 Ampere		30 Ampere		50 Ampere		60 Ampere	
	Receptacle	Plug	Receptacle	Plug	Receptacle	Plug	Receptacle	Plug	Receptacle	Plug
<b>208 Single Phase (2 Pole 3 Wire Grounding)</b>										
125V	 5-15R	 5-15P	 5-20R	 5-20P	 5-30R	 5-30P	 5-50R	 5-50P		
250V	 6-15R	 6-15P	 6-20R	 6-20P	 6-30R	 6-30P	 6-50R	 6-50P		
<b>208 Three Phase (3 Pole 3 Wire Grounding)</b>										
125/250V			 10-20R	 10-20P	 10-30R	 10-30P	 10-50R	 10-50P		
3Ø 250V	 11-15R	 11-15P	 11-20R	 11-20P	 11-30R	 11-30P	 11-50R	 11-50P		
<b>208 Three Phase (3 pole 4 Wire Grounding)</b>										
125/250V	 14-15R	 14-15P	 14-20R	 14-20P	 14-30R	 14-30P	 14-50R	 14-50P	 14-60R	 14-60P
3Ø 250V	 15-15R	 15-15P	 15-20R	 15-20P	 15-30R	 15-30P	 15-50R	 15-50P	 15-60R	 15-60P
<b>208 Three Phase (4 Pole 4 Wire Grounding)</b>										
3Ø Y 120/208V	 18-15R	 18-15P	 18-20R	 18-20P	 18-30R	 18-30P	 18-50R	 18-50P	 18-60R	 18-60P