



**PAYMENT POLICY**  
**FORM MUST BE COMPLETED BEFORE THIS ORDER CAN BE PROCESSED**

Customers who choose to pay by check or money order must also supply a valid credit card number. Payment of balances not prepaid or covered by company check will be billed directly to credit card number at the move out. By your signature, you acknowledge and agree to these terms and authorize **PORT ELECTRIC** to bill your credit card. Make checks payable to **PORT ELECTRICAL SERVICES**. **NO CHECKS WILL BE ACCEPTED AT THE SHOW.**

**SERVICE ORDER INFORMATION**

1. Credit will not be given for electrical service installed and not used. Services canceled prior to the installation will be subject to a cancellation fee.
2. Claims will not be considered unless filed by exhibitor prior to the close of the exposition at the **PORT ELECTRIC** Service Desk. **Non receipt** of services must be reported to the **PORT ELECTRIC** Service Desk prior to the close of the day for verification and consideration.
3. Unpaid balances are subject to past due penalties.
4. Returned checks will be subject to a \$35.00 fee plus forfeiture of the discount rate for all services ordered.

**OTHER SERVICES AVAILABLE**

Theatrical stage lighting, portable sound systems, audio visual equipment and video equipment are available for rent. Call for availability and quotations. Audio Visual/Video production services available on request. **PORT ELECTRICAL SERVICES** (212) 245-8436, office hours 9am-5pm.

**IMPORTANT RULES AND REGULATIONS**

1. Unless otherwise noted, all materials and equipment furnished by **PORT ELECTRICAL SERVICES**, on this order shall remain property of **PORT ELECTRIC** and shall be removed only by **PORT ELECTRIC** at the close of the show.
2. With some exceptions, no one other than a **PORT ELECTRIC** electrician can make any electrical connections or install/remove electrical cables or fixtures. Therefore if you provide your own light fixtures or cables, we must do the installation. There is an additional labor charge for this service. See reverse side of form for listing of exceptions to this rule, or consult **PORT ELECTRICAL SERVICES** for additional information.
3. The General Electrical Foreman is obligated to refuse any electrical connections where the wiring is not in accordance with New York City Electrical Codes.
4. Electrical service panels located at the bottom of almost every column cannot be blocked in any way and must remain accessible at all times, there are no exceptions.
5. "*Cube Tap*" adapters are prohibited. Multi-plug connectors must be **U.L. Approved** with built-in overload protection. Connectors must not be used to exceed their listed ampere rating.
6. All 110-Volt extension cords must be of the 3-wire (GROUNDED) TYPE, #14 AWG copper wire, with no exceptions. Two wire, non-grounded cables, such as "Zip Cords" are not permitted.
7. The use of "clip lights" with cardboard inserts are prohibited. All light fixtures must be **U.L. Approved**.
8. Permanent building utility outlets are not part of the booth space and are not to be used by exhibitors.
9. Electrical wiring under carpets must be installed by a **PORT ELECTRIC** electrician. Floor wiring must be a flat cord type, and the insulation should qualify for "extra hard usage".
10. All electrical supply outlets (110-Volt) include one single receptacle unless a multi-box or plug-in strip is ordered.
11. Power for lights and displays will be turned on 1-hour prior to show opening time and will be turned off a half hour after show closes.

**MAKE ALL CHECKS PAYABLE TO PORT ELECTRICAL SERVICES**  
RETURN ORIGINAL ORDER FORM AND FULL PAYMENT TO:  
PORT ELECTRICAL SERVICES  
711 12<sup>TH</sup> AVENUE  
NEW YORK, NEW YORK 10019  
OFFICE : (212) 977-7414 FAX (212) 977-8826