



# Mechanical

Return Form To:  
650 Okeechobee Blvd.  
West Palm Beach, FL. 33401  
Attn: Exhibitor Services

Phone: 561-366-3000  
Fax: 561-366-3023  
Email: exhibitorservices@  
pbconventioncenter.com

To receive advance rate, orders and full payment must be postmarked 14 days prior to the first scheduled show date.

<b>Event Name:</b>			<b>Booth #</b>		
<b>Exhibiting Company:</b>		<b>Dates - From:</b>		<b>To:</b>	
<b>Address:</b>			<b>Ordered By:</b>		
<b>City:</b>	<b>State:</b>	<b>Zip Code:</b>	<b>E-Mail:</b>		
<b>Phone:</b>		<b>Cell:</b>	<b>Fax:</b>		
<b>Service Descriptions</b>		<b>Quantity</b>	<b>14 Day Advance Rate</b>	<b>Show Rate</b>	<b>Total</b>
<b>Water Service</b>					
Run of Show Connection (1/2' or 3/4') or One Time Water Fill and Drain					
0 - 200 gallons			\$80.00	\$120.00	\$
201 - 500 gallons			\$105.00	\$160.00	\$
501 - 999 gallons			\$195.00	\$230.00	\$
1,000 gallons or more			Call for Quote		\$
<b>Compressed Air Service</b>					
Exhibitor shall supply drier or regulator for critical applications. Price is for service to one [1] exhibit.					
First Connection, up to 1/2'			\$200.00	\$260.00	\$
Each Additional Connection			\$110.00	\$143.00	\$
Special fittings or connectors may result in additional charges.					
<b>SUB TOTAL</b>				\$	
<b>7% SALES TAX</b>				\$	
<b>Labor</b>					
\$70.00 per hour, one hour minimum			\$70.00	\$70.00	\$
<b>TOTAL</b>				\$	
<b>Special Instructions:</b>					

**Prices listed are for the entire show.**

By signing and returning this form, customer agrees to all terms and conditions printed on this form and related documents. The PBCCC reserves the right to correct orders that have been figured incorrectly. Tax rates are subject to change without notice.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

<input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> American Express <input type="checkbox"/> Check Payable To: Palm Beach County Convention Center		
Account No: _____	Exp. Date (MM/YY) _____	Verification Code _____
Cardholder Name (Please Print) _____		
Authorized Signature*: _____		
Credit Card Billing Address: _____		
City/State/Zip: _____		

\* I ALSO AUTHORIZE CHARGING ANY UNPAID BALANCES TO MY CREDIT CARD. SEE REVERSE SIDE FOR PAYMENT TERMS AND CONDITIONS.

# Palm Beach County Convention Center Mechanical Services Terms and Conditions

## Payment:

The Palm Beach County Convention Center (PBCCC) must receive payment in full with your order at least fourteen (14) days prior to the first scheduled show date. Orders received less than fourteen (14) days in advanced or without full payment will not receive the advanced rate, regardless of date of receipt from Show Management. Unpaid orders will NOT be installed. PBCCC accepts Visa, MasterCard, American Express and Checks.

Any additions or changes to your order, advanced or on-site, will require full payment before installation. Any additional charges for damaged or missing equipment will be billed after the end of the event.

## Rates and Labor Charges:

1. These rates only cover bringing service to your booth in the most convenient manner.
2. Rates do NOT include connecting equipment to provided services.
3. Special Placement or relocation of service will require labor charge.  
Contact Exhibitor Services, at top of Order Form, to order special placement of service.
4. Late or On-Site Orders: We can NOT guarantee service will be operable by the open of the show. Installation during show hours may require Show Management approval. No Discounts will be given
5. All Prices are based on current rates and are subject to change without notice

## Installation, Disconnection and use of Service:

1. Orders paid in Full will be processed and installation completed in order of receipt whenever possible. earliest orders usually receive highest priority
2. All Equipment provided will remain the property of the PBCCC and shall be disconnected and removed by out staff only. The exhibitor is responsible for replacement and or repair costs and all damages to equipment during the rental period. The rental period is from installation through removal.
3. Guidelines of Service Connections: ONLY PBCCC engineers will make service connections. Service that crosses aisles will not be installed unless approved by Show Management and Event Management.
4. Equipment: All equipment must comply with Federal, State and local Safety Codes. The Exhibitor is responsible for supplying necessary regulator, conditioner or the like, where applications require critical regulation of pressure or moisture. All equipment must be properly labeled with appropriate information regarding pressure, flow, capacity, rate-of-fill and/or other factors pertaining to safety.
5. Attention: Tanks, drums, barrels and other containers requiring water fill/drain above 30 gallons must be filled and drained by PBCCC Engineering Department and are subject to a labor charge. Containers that show signs of leakage will not be filled and those which are found to be leaking during an event may be drained without prior notice, at the discretion of the Engineering Supervisor because of safety concerns.

Please contact Exhibitor services via the information found at the top of this order form to inquire about availability of specialized services and price quotation.

## Cancellation Policy:

- If cancelled before installation and more than six (6) days prior to 1<sup>st</sup> show date = 90% REFUND
- If cancelled before installation but six (6) days or less prior to 1<sup>st</sup> show date = 50% REFUND
- If cancelled AFTER the service has been installed = NO REFUND!

**Legal Notice:** We cannot accept responsibility for pressure fluctuation due to temporary conditions beyond our control. For your protection, we advise installing appropriate regulators on any connection requiring critical control of pressure, moisture content and the like. We will not be responsible for damage or loss to any equipment or components or injury to any person caused by unauthorized installation, connection to service or interconnection of any equipment by person other than the PBCCC Engineering Department.