CREDIT CARD AUTHORIZATION

Please complete the information requested below and return this form with your order.

We require your credit card authorization to be on file before we can process your order for service. For your convenience, we will use this authorization to charge your credit card account for any additional amounts incurred as a result of show/site orders placed by your representative.

FAX TO: 813-740-3514 OR (if busy, alternate Fax# 813-740-3505)

MAIL TO: FLORIDA STATE FAIR AUTHORITY, P.O. BOX 11766, TAMPA, FL. 33680

COMPANY NAME _____ BOOTH NO._____

COMPANY ADDRESS_____

TELEPHONE _____ CELL _____

_____ _____

AUTHORIZED SIGNATURE PROVIDE EMAIL ADDRESS IF REQUESTING CONFIRMATION

CREDIT CARD TYPE: ☐ **AMERICAN EXPRESS** ☐ **DISCOVER** ☐ **MASTER CARD** ☐ **VISA**

PLEASE PRINT CLEARLY

ACCOUNT NUMBER																	**EXP. DATE**				

Security Code from back / front of Card required				

AUTHORIZED SIGNATURE REQUIRED_____

PLEASE PRINT CLEARLY THE FOLLOWING INFORMATION:

CARDHOLDER'S NAME: _____

CARDHOLDER'S BILLING ADDRESS: _____

_____

CITY: _____ **STATE:** _____ **ZIP:** _____

Rates in effect
June 1, 2015 to
July 1, 2016

FLORIDA STATE FAIR AUTHORITY
ELECTRICAL SERVICE ORDER FORM

P.O. Box 11766 Tampa, Florida 33680-1766
Telephone. (813) 663-3663 Fax (813) 740-3514

Name of Event: _____ **Event Dates:** _____
Exhibitor Name: _____ **Booth #:**_____
Address, City, State, Zip: _____
Phone #: _____ **Fax #:**_____ **Mobile #:**_____
Authorized Person: _____ **E-mail:** _____

RATES:	**Advance**		**Floor**		**Quantity**			**SUB TOTAL**	**FSFA**
120 volts	**Price***		**Price**		**ADV.**	**FLR.**			**only**
*0001-1000 watts (10 amps)	$87.00		$106.00	X					
1001 - 2000 watts (20 amps)	$138.00		$160.00	X					
2001 - 3000 watts (30 amps)	$173.00		$209.00	X					
208 Volts Single Phase									
20 amps	$185.00		$220.00	X					
30 amps	$220.00		$267.00	X					
50 amps	$345.00		$446.00	X					
60 amps	$372.00		$499.00	X					
100 amps	$556.00		$754.00	X					
200 amps	$1032.00		$1250.00	X					
208 Volts Three Phase									
30 amps	$261.00		$353.00	X					
60 amps	$522.00		$639.00	X					
100 amps	$586.00		$835.00	X					
200 amps	$1230.00		$1,635.00	X					
400 amps	$2,005.00		$2,465.00	X					
Transformer Call for Price									
150 watt Flood Light	$83.00		$108.00	X					
300 watt Flood Light	$103.00		$125.00	X					
Single Extension Cord	$37.00		$47.00	X					
Quad Outlet/Power Strip	$42.00		$54.00	X					

PLEASE SUPPLY A BOOTH LAYOUT WITH ALL ORDERS DISPLAYING WHERE THE OUTLET/S ARE NEEDED

GRAND TOTAL (sales tax is not charged) **$**

Prices are subject to change depending on prevailing labor rates.

***Advance Price: to receive discounted price, payment must be received with the order form at least 14 calendar days prior to event's first move-in date.**

Full Payment is required with order unless prior arrangements have been made with Fairgrounds Electrical Processing staff.
Rates quoted for all connections only cover the installment of service to the booth.
Special placement or relocation of service will result in an additional labor charge.
Cancellations: Advance notice of cancellation must be received at least 2 business days prior to the 1st load-in/move-in day of the event in order to receive a refund. A 15% administrative fee will be deducted from all refunds related to cancellations.
Refunds will not be issued if electrical hook-ups have already been installed by the staff.

PAYMENT INFORMATION ***Purchase Orders WILL NOT be accepted. Absolutely NO Checks accepted during move-in. Checks are only accepted by mail 14 calendar days prior to first move-in day of event.***

A completed Fairgrounds Credit Card Authorization Form must be included with electrical order form to process by credit card.

ELECTRICAL REGULATION / GENERAL INFORMATION

1. Orders must be received a minimum of fourteen (14) calendar days prior to scheduled event's first move-in date for discount rates. Orders received less than fourteen (14) calendar days prior to scheduled event's first move-in date will be charged at the "floor price" order rates.

2. Florida State Fair Authority **(FSFA)** is not responsible for voltage fluctuation or power failure due to temporary conditions. For your protection you should install a surge protector on your computer(s). All electrical installations and connections to all electrical service should be made by a FSFA Electrician. FSFA will not be responsible for any damage or loss of equipment, component, computer hardware or software and/or damage or injury to any person caused by the installation, connection or plugging into any electrical outlet by a person other than a FSFA Electrician.

3. A separate outlet must be ordered for each location where electricity is needed. Outlets may not be combined for multiple locations or booth spaces.

4. Rates listed for all connections include bringing the service to booth in the most convenient manner for FSFA and DOES NOT INCLUDE connecting equipment, materials, special wiring or labor. Normally all electrical outlets will be placed on the floor in back of booth. Island booth outlets may be brought to one (1) location at our discretion if no information is provided and this charge is on a time and material basis.

5. Additional service charges and labor charges may be assessed for installations. Payment must be rendered in FULL when billed during the event. Service may be interrupted if payment is not received.

6. All equipment regardless of source of power, must comply with Federal, State, and local codes. FSFA reserves the right to inspect all electrical devices and connections to insure compliance with all codes. FSFA is required to refuse connections where the exhibitor wiring is not in accordance with local Electrical Code.

7. Standard wall and other permanent utility outlets or sockets are not part of booth space and may not be used by exhibitors.

8. All electrical equipment must be properly tagged and wired with complete information as to the type of current required for operation, voltage, phase, cycle, horsepower, amps, watts, etc.

9. All exhibitor's cords must be minimum of 14/3 with grounds. All exposed noncurrent carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.

10. A $20.00 service charge will be assessed for all returned checks and credit cards per instance or each time the check/charge is rejected.

11. Material and equipment furnished by FSFA for this service order is furnished on a rental basis and remains the property of FSFA and shall be removed ONLY by FSFA Employees. Price also includes all necessary disposable supplies.

12. FSFA Employees are authorized to cut floor coverings when essential for installation of service.

13. Claims will not be considered or adjustments made unless filed in writing by the exhibitor prior to close of event and this claim must be verified by an FSFA Electrician prior to close of event.

14. Credit will not be given for service installed and not used.

15. It is agreed that in the event it becomes necessary to turn this matter over to an attorney for collections, or to file a lien, or foreclosure, or otherwise, exhibitor will pay FSFA its attorney fees or applicable agency fees.

16. An interest charge of 1.5% per month will be assessed on any unpaid balances starting 30 days after the date of invoice until balance is paid in full.

17. Exhibitor holds FSFA harmless for any and all losses of power beyond FSFA's control including but not limited to losses due to utility company failure, permanent power distribution failure, power failure caused by vandalism, faulty exhibitor equipment or overloads caused by exhibitor.

18. FSFA Electrical Department will be responsible for:
    - All under carpet distribution of electrical wiring.
    - All motor and equipment hook-ups requiring hardwire connections or by licensed contractor at discretion of FSFA.
    - The above items require electrical labor, which may be ordered in the Electrical Labor sections on the Electrical order form.

19. In the interest of public safety, exhibits in the convention facilities may be inspected to determine if any violations exists. If they are found, qualified electricians are available to correct the problems. This work will be performed on a time and material basis. If the exhibitor does not wish to have the fault corrected, electrical service to the offending booth will not be connected. If an exhibitor is not informed or does not understand basic safety standards for electrical wiring, an electrician should be consulted. Serious risks are involved which can be eliminated by understanding basic requirements of safe wiring inside your booth. For the safety of you and the public, remember these points.
    - All wiring must have a 3-wire grounded cord with a minimum of #14 gauge.
    - The use of clip-on sign sockets, latex or lamp cord wire in displays, or the use of 2-wire clamp on fixtures, is prohibited by order of fire prevention bureaus at trade shows and conventions.
    - Zip cords or two-wire cords are ungrounded and could result in safety hazards. Their use is forbidden in all convention facilities.