



Convention Center & Visitors Bureau

On-Site Utility Services Order Form

Hickory Metro Convention Center

1960 13th Ave Dr SE Hickory, North Carolina 28602
 Phone: (828) 324-8600 Email: info@hickorymetro.com

Conditions & Regulations:

1. Payment in full must accompany the order. No exceptions.
2. Payment can be made by cash, credit card (MasterCard, Visa, American Express, or Discover), or check (payable to Hickory Metro Convention Center or HMCC). All returned checks will incur a \$35.00 returned check fee.
3. Advanced orders must be received a minimum of twenty (20) days prior to first scheduled move-in day. HMCC does not guarantee service prior to show opening for late orders.
4. Notice of cancellation must be received prior to first scheduled move-in in order to receive credit. Credit will not be given for services installed and not used.
5. All material and equipment furnished by Hickory Metro Convention Center for this service order shall remain in the Center's property and shall be removed only by HMCC personnel at the close of the show.
6. Extension cords must be provided by the ordering Exhibitor. All extension cords used must be at least 16-gauge, grounded, UL listed.
7. All equipment must meet federal, state, and local safety codes.
8. Rates quoted for all connections cover only bringing of service to the booth in the most convenient manner and do not include connecting equipment or special work.

ELECTRIC

Quantity/Type	Advance Rate	Regular Rate	Amount
_____ 120volt, 30amp (single phase)	\$75.00	\$120.00	\$ _____
_____ 208volt, 20amp (single phase)	\$140.00	\$205.00	\$ _____
_____ 208volt, 30amp (single phase)	\$183.00	\$254.00	\$ _____
_____ 208volt, 50amp (single phase)	\$249.00	\$372.00	\$ _____
_____ 208volt, 20amp (three phase)	\$200.00	\$286.00	\$ _____
_____ 208volt, 30amp (three phase)	\$274.00	\$398.00	\$ _____
_____ 208volt, 50amp (three phase)	\$400.00	\$581.00	\$ _____
_____ 208volt, 100amp (three phase)	\$752.00	\$860.00	\$ _____
_____ *460volt, up to 60amp (three phase)	\$TBD		\$ _____

*limited number available upon request - Hickory 1-4 only

*continued on reverse side

TOTAL CHARGE(S): \$ _____

Please Print Clearly

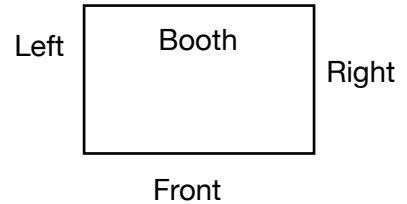
Name of Event _____
Event Date _____ Booth # _____
Company Name _____
Contact _____
Phone _____
Email _____
Address _____
City _____
State _____ Zip _____

Payment Method

_____ Cash _____ Check
_____ Credit Card

Name on card _____
Credit Card # _____
Expiration Date _____ Security Code _____
Authorizing Signature _____

Please use the diagram below to indicate the desired locations for desired utility service orders.



*Please email or mail order by the deadline in order to ensure desired services.

*When your payment is processed via credit card, you will receive a receipt via email.

*Questions: (828) 324-8600

HMCC Use Only:

Date order received _____
Received by _____