



# FLORIDA STATE FAIR AUTHORITY ELECTRICAL SERVICE ORDER FORM

P.O. Box 11766 Tampa, Florida 33680-1766  
Telephone. (813) 740-4439 Fax (813) 740-4518

**NON-FAIR**  
Rates in effect  
July 1, 2010 to  
June 30, 2011

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

RATES:	Advance Price*	Floor Price		Quantity		SUB TOTAL	FSFA only
				ADV.	FLR.		
<b>120 volts</b>							
0 - 1000 watts (10 amps)	\$72.00	\$88.00	X				
1001 - 2000 watts (20 amps)	\$118.00	\$139.00	X				
2001 - 3000 watts (30 amps)	\$149.00	\$180.00	X				
<b>208 Volts Single Phase</b>							
20 amps	\$160.00	\$190.00	X				
30 amps	\$190.00	\$230.00	X				
60 amps	\$320.00	\$430.00	X				
100 amps	\$480.00	\$650.00	X				
200 amps	\$890.00	\$1080.00	X				
<b>208 Volts Three Phase</b>							
20 amps	\$190.00	\$245.00	X				
30 amps	\$225.00	\$305.00	X				
60 amps	\$450.00	\$550.00	X				
100 amps	\$505.00	\$720.00	X				
200 amps	\$1060.00	\$1,410.00	X				
400 amps	\$1,730.00	\$2125.00	X				
<b>Transformer Call for Price</b>							
150 watt Flood Light	\$72.00	\$93.00	X				
300 watt Flood Light	\$88.00	\$108.00	X				
Single Extension Cord	\$32.00	\$42.00	X				
Quad Outlet/Power Strip	\$37.00	\$47.00	X				
<b>Electrician Labor* (charged per hour)</b>		\$36.00	X				
*Electrician Labor: n/a for vendor orders. Hours may be charged to the Client/Promoter when more than 5 hook-ups are required to be installed. Electrician labor hours will be charged based on a 4 hour minimum to be on standby during event hours.							
<b>GRAND TOTAL</b>	( 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 Event Management 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.**

**FAX #: 813-740-4518** (if line is busy, try alternate FAX #: 813-740-3505)

**Fax the Electrical Order Form for quicker service.**

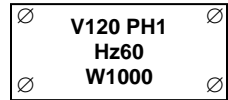
**You may also mail the form with payment to:**

**Florida State Fair Authority, ATTN: BOX OFFICE, P.O. Box 11766, Tampa, FL 33680-1766**

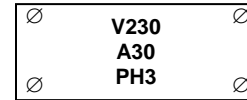
## ELECTRICAL REGULATION AND GENERAL INFORMATION

1. Calculate your lighting needs by adding wattage in each location.
2. For other equipment, read the ratings from the metal plate attached to the unit (see example). If the rating is in watts, order in wattage. If the rating is in amps, order in amperage.
3. Separate locations require separate outlets (500 watt min.)

### EXAMPLES OF HOW TO READ METAL PLATES ON EQUIPMENT



120V Single Phase  
=60 Cycle  
1000 Watts

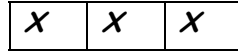


230 Volts  
=30 Amps  
3 Phase

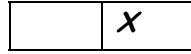
**POWER LOCATIONS:** X Indicate location of outlet

### WHERE WILL MY OUTLET BE LOCATED?

Your outlet will be located as depicted below unless floorplan is received indicating otherwise.



INLINE BOOTHS-PENINSULA



BACK TO BACK PENINSULA BOOTHS

One drop within booth when power source in ceiling or one location at FSFA's discretion when power source is in the floor. Please see Regulation # 4 below.

ISLAND BOOTHS

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 charged 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 building utility outlets or sockets are not part of booth space and may not be used by exhibitors. A separate outlet must be ordered at regular price for each piece of equipment to be connected.
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, 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 otherwise indicated.
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 hardware connections.
  - 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.
20. Electricity will be turned on within 30 minutes of show openings and turned off within 30 minutes after the closing.

