



# Jacob K. Javits Convention Center

655 West 34th Street  
New York, NY 10001-1188  
212-216-2090  
www.javitscenter.com

## SERVICE ORDER(S) PAYMENT FORM



### Required for Electrical, Cleaning, Plumbing, and Telecommunication Services

(No service will be provided without payment and completion of Section 1 & 2 and the return of this form as well as a booth floor plan, where appropriate, and the order form for the specific service required.)



Customers who choose to pay by check or money order must also supply a valid credit card number. Credit Card charges are limited to \$10,000 per order/invoice. Any order exceeding \$10,000 must be paid by company check. Any balance due during or at the end of the show and does not exceed \$10,000 will be billed directly to the credit card number. The Advance rate will only be valid and processed for orders with payment postmarked, faxed or emailed 15 days prior to the show opening date. By your signature below, you acknowledge and agree to these terms and authorize JKJCC to bill your credit card. **Personal checks or checks drawn on foreign banks are not accepted.** Failure to follow these instructions will result in a delay in services.

Make checks payable to the JACOB K. JAVITS CONVENTION CENTER.

Please return order forms with payment to:

Jacob K. Javits Convention Center  
655 West 34th Street  
New York, NY10001-1188  
Fax: 212-216-4169

Email COMPLETED & SIGNED Service Forms to: services@javitscenter.com

Show Name: (14546) Home Textiles Sourcing Expo	Show Booth:	Show Date(mm/yy): July '11
Exhibiting Company Name:		

### Section 1 (Billing Information)

Billing Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Contact: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Contact Signature: \_\_\_\_\_ Country \_\_\_\_\_

### Section 2 (Billing Credit Card expiration date must be valid throughout the event listed above)

American Express     MasterCard     Visa     Diners Club

Card Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_ / \_\_\_\_\_  
Month Year

Card Holders Name (Print): \_\_\_\_\_

Card Holders Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Contact: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

### Section 3

Please check here if checks are included.      Email Address: \_\_\_\_\_

For faster ordering with a confirmation call toll-free 1.877.452.8487  
or go to www.javitscenter.com

# **Floor Plan Distribution Only**

Use for floor plans ONLY

NOTE: Submit a floor plan ONLY to the departments you have ordered services from.

**All plans MUST include:**

Show Name  
Company Name  
Booth Number or Location

## **Electrical:**

Fax: 212.216.4169  
Mail: Electrician c/o JKJCC  
655 West 34th Street  
New York, NY 10001-1188

## **Plumbing:**

Fax: 212.216.4169  
Mail: Plumber c/o JKJCC  
655 West 34th Street  
New York, NY 10001-1188

## **Telecommunication:**

Fax: 212.216.4169  
Mail: Telecommunication Installation c/o JKJCC  
655 West 34th Street  
New York, NY 10001-1188

## **Important Notice:**

\* **No** service will be provided without a Service Request Form **AND** a Credit Card on file.





Marketplace for the World  
2011A

# Jacob K. Javits Convention Center

## Electrical Request Form



This Order Form and payment must be postmarked or faxed 15 days prior to show opening date to qualify for Advance Rate. All orders must be submitted with a signed Service Order Payment Form.

Full Name Of Event (14546) Home Textiles Sourcing Expo

Month/Year July 2011

Company Name \_\_\_\_\_ Booth Number \_\_\_\_\_

Advance Rate Deadline: July 4, 2011

Event Contact \_\_\_\_\_ Email Address \_\_\_\_\_

I ALSO AUTHORIZE CHARGING ANY UNPAID BALANCE TO MY CREDIT CARD SUBMITTED ON THE JKJCC PAYMENT POLICY FORM.

Phone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

Item#	Description	Quantity	Advance Rate	Standard Rate	Amount
<b>110 volt Electric Service Connections ( Lights, Computers &amp; Small Appliances ) ***Prices subject to change without notice***</b>					
E25	Up to 500 watts		\$ 99.00	\$ 131.00	
E26	501 - 1000 watts		\$170.00	\$235.00	
E27	1001 - 1500 watts		\$202.00	\$282.00	
	add 25% for 24 hr. service ( use only with above outlets )				
E28	Multi Box - 4 Outlets ( use only with above outlets; 1 unit per connection )		\$ 32.00	\$ 44.00	
E29	Plug Strip - 8 Outlets ( use only with above outlets; 1 unit per connection )		\$ 32.00	\$ 44.00	

<b>110 volt Electric Equipment Connections (One Dedicated Line for Heavy Duty Service ONLY - No Multiple Connections Allowed)</b>					
E30	1501 - 2000 watts		\$224.00	\$ 314.00	
E31	2001 - 2500 watts		\$297.00	\$404.00	
	For 208 or 460 volt Service ( add 25% for 24 hr. service )		*****SEE ATTACHED PRICE LIST*****		

<b>FLOOD LIGHTS: JKJCC Equipment only ( Includes labor and Outlet )</b>					
E32	One 120 Watt Flood lamp - Clamp On		\$153.00	\$ 185.00	
E33	Twin 120 Watt Flood lamp - Goose Neck		\$186.00	\$ 216.00	
E82	150 Watt Skanda Light		\$166.00	\$ 191.00	
E80	One 300 Watt Light Quartz		\$174.00	\$ 191.00	
S85	1 - 1000 Watt Parcan ( Floor Plan Required ) *		\$381.00	\$ 381.00 + LABOR	
*Any Parcan order received less than 15 days prior to show opening will be subject to labor charges*					
Parcans are NOT allowed in Exhibit Hall 3D and Galleria. Please verify your booth location with Show Management.					

These charges DO NOT include labor. Exhibitors may install their own equipment provided the following requirements are met:

- The booth is no larger than 10 x 10
- The work is done by the exhibiting company's own employee(s)
- No tools or ladders are required or used
- The service order is for 500 watts or less
- No more than 4 lights are being installed

All other installations of exhibitor-owned equipment will require labor. Up to 6 lights: \$36.00 charge. Labor for all other installations will be billed in 1/2 hour increments as set forth below.

**LABOR CHARGED IN HALF HOUR INCREMENTS**

Straight Time	7:30am to 3pm, Monday through Friday	\$116.00 per hour
Overtime	All hours other than above and Sat., Sun., and Holidays	\$150.00 per hour
Move Out Charge		\$137.00 per hour

Use of manlift \$95.52 per hr; \$380.25 for 4 hours OR more per day for exclusive use. (Electrical orders only)

\*\*\* Taxable Item\*\*\* State and Local Taxes will be added

Total \$ \_\_\_\_\_

State and Local Sales Taxes will be added to taxable items

**Floor  
Plan  
Required**

See Page 2 for mailing instructions

JKJCC USE ONLY	JKJCC PAID STAMP	Special Conditions, Materials, and 24-Hour Service
Received By _____		
Credit Card Authorization # _____		
Check # _____		
Invoice # _____		
Labor # _____		
Tracking # _____		
Customer # _____		
On-site Customer Signature _____		See reverse side for instructions and conditions.

# ELECTRICAL SERVICES REQUEST

## SERVICE ORDER INFORMATION

1. Conditions for processing service order forms are:
  - a. **Prices subject to change without notice.** PAYMENT AND CREDIT CARD INFORMATION FOR SERVICE MUST ACCOMPANY SERVICE REQUEST. Date payment is received shall determine the applicable rate.
  - b. Incomplete information regarding hook-up or power requirement will delay processing.
  - c. Booth Number(s) must be identified on face of form.
  - d. Desired location of power in booth(s) must be designated. For large booth, attach floor plan.
  - e. If third party billing is required, service contract must include company name c/o display house. Display house address and contact name must be indicated on service contract. Payment policy will apply.
2. Credit will not be given for electrical service installed and not used. Services cancelled prior to installation will be subject to cancellation fee.
3. Claims and / or billing disputes will not be considered unless filed by exhibitor prior to close of exposition at the JKJCC Service Desk. Non-receipt of service must be reported to the JKJCC Service Desk prior to close of the day for verification and consideration.
4. Unpaid balances are subject to past due penalties.
5. Returned checks will be subject to a \$25.00 fee plus forfeiture of the discount rate for all services ordered.

## IMPORTANT RULES AND REGULATIONS

1. With some exceptions, no one other than a JKJCC electrician can make any electrical connections or install/ remove cable or fixtures. Please consult Show Management or JKJCC personnel for additional information.
2. Unless otherwise noted, all material and equipment furnished by JKJCC for service shall remain the property of JKJCC and shall be removed only by the JKJCC at the show closing.
3. Permanent building utility outlets are not part of booth space and are not to be used by exhibitors.
4. Use of open clip sockets, latex or lamp cord wire, duplex or triplex attachment plugs in exhibits is prohibited.
5. All exhibitors' cords must be of the three-wired type. All exposed non-current-carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.
6. All electrical equipment must be properly tagged and wired with complete information as to type of current, voltage, phase, cycle, horsepower, etc.
7. Electrical power for lights and displays will be turned on one hour prior to show opening and turned off at show closing.
8. Unless otherwise directed, JKJCC installers are authorized to cut floor coverings to permit installation of service.
9. JKJCC is not responsible for voltage fluctuation or power failure because of temporary conditions.
10. All electrical service connections (110V) include one female outlet unless a multibox or plug-in strip is ordered.

TIPPING IS NOT PERMITTED ANY REQUESTS FROM PERSONNEL FOR GRATUITIES SHOULD BE IMMEDIATELY REPORTED TO JKJCC MANAGEMENT.

**MAKE CHECKS PAYABLE TO THE JAVITS CENTER**  
Please retain a copy for your records.

**Return with payment to:**

Jacob K. Javits Convention Center  
655 West 34th Street  
New York, NY 10001-1188

Phone 212.216.2090

Fax 212.216.4169 **(Credit Card Payment Only)**

[www.javitscenter.com](http://www.javitscenter.com)



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## Electrical Voltage Price List and Information



This Order Form and payment must be postmarked or faxed 15 days prior to show opening date to qualify for Advance Rate. All orders must be submitted with a signed Service Order Payment Form.

Full Name Of Event (14546) Home Textiles Sourcing Expo

Month/Year July 2011

Advance Rate Deadline: July 4, 2011

Company Name

Booth Number

### 208 Volt & 460 Volt Service (Non Taxable)

### Electrical Power & Multi Box/Plug in Strip Connection

#### 208 Volt Single Phase

Item	Amps	Advance Rate	Standard Rate	Quantity
S47	1-30	\$ 417.00	\$ 570.00	
S48	31-60	\$ 607.00	\$ 744.00	
S49	61-100	\$ 908.00	\$1158.00	
S30	101-200	\$1990.00	\$2485.00	
S31	201-400	\$2900.00	\$3521.00	

#### 208 Volt Three Phase

Item	Amps	Advance Rate	Standard Rate	Quantity
S54	1-30	\$ 474.00	\$ 617.00	
S55	31-60	\$ 656.00	\$ 796.00	
S56	61-100	\$ 943.00	\$1194.00	
S32	101-200	\$2123.00	\$2654.00	
S33	201-400	\$3370.00	\$4209.00	

#### 460 Volt Single Phase

Item	Amps	Advance Rate	Standard Rate	Quantity
S68	1-30	\$ 912.00	\$1052.00	
S69	31-60	\$1124.00	\$1263.00	
S70	61-100	\$1228.00	\$1364.00	
S71	101-200	\$2123.00	\$2654.00	
S73	201-400	\$3032.00	\$4209.00	

#### 460 Volt Three Phase

Item	Amps	Advance Rate	Standard Rate	Quantity
S61	1-30	\$ 1010.00	\$1076.00	
S62	31-60	\$1201.00	\$1335.00	
S63	61-100	\$1228.00	\$1488.00	
S34	101-200	\$2256.00	\$3012.00	
S35	201-400	\$3502.00	\$4678.00	

Prices include labor to install & remove service to Javit's disconnect point. Additional labor will be required for hook-up of exhibitor equipment. **Add 25% to price(s) for 24-hour service.**

Grand Total \$ \_\_\_\_\_

Multi box/Plug in Strip is an extension cord only and requires an Electrical Wattage.

- A) All of the Javits electrical watts are SINGLE connections Items E25, E26, E27, E30, E31 on the Electrical Request Form.
- B) When ordering Electrical Service and requesting a Multi Box or a Plug in Strip please note the Fire Hazards:
- 1- It is a Fire Hazard to connect more than one Multi Box or Plug in Strip to a single connection.
  - 2- It is a Fire Hazard to connect a Multi Box into another Multi Box or a Plug in Strip.
  - 3- It is a Fire Hazard to connect a Plug in Strip into another Plug in Strip.
- C) Here are some examples on how to include a Multi Box or Plug in Strip:
- 1- If you order one E25, you may order: one Multi Box or one Plug in Strip.
  - 2- If you order two E25, you may order two Multi Boxes or two Plug in Strips or one Multi Box with one Plug in Strip.
  - 3- If you order one E25 and one E26, you may order: two Multi Boxes or two Plug in Strips or one Multi Box with one Plug in Strip.

If you still require assistance please call our Electricians at (212) 216 - 2655.

\*\*\*\* PLEASE SUBMIT THIS FORM WITH ELECTRICAL REQUEST FORM \*\*\*\*

\*\*\*\* PRICES SUBJECT TO CHANGE WITHOUT NOTICE \*\*\*\*

**For faster ordering with a confirmation call toll-free 1.877.452.8487 or go to [www.javitscenter.com](http://www.javitscenter.com)**