



**Electrical Services
Service Order Form
NO FAX ORDERS**

Oregon
Convention
Center

Effective dates: 07/01/2017 - 06/30/2018
Prices subject to change without notice
See other side for Terms of Service

Date Received _____
Service Order # _____
Ph: 503.235.7578
Mail: Oregon Convention Center
777 NE MLK Jr. Blvd.
Portland, OR 97232
Attn: OCC Operations Dept.
Email: servicedesk@oregoncc.org

Order Instructions

120 Volt Power Delivery
The cost of 120V outlets includes delivery to one location at the back of the booth.

There is a minimum labor charge of one (1) hour for installation and ½ hour for removal if you require the outlets to be distributed to a specific location.

Please submit a detailed floor plan of your booth space with dimensions indicating outlet type and location. Any adds, changes or deletions after initial installation may require additional labor charges.

208V/480V Power Delivery and Connections
Please contact the Operations Department for pricing for 208V/480V services not listed on the order form.

There is a minimum one (1) hour labor charge for installation and one half (1/2) hour for removal of 208V/480V service connections.

OCC electricians must make all high voltage connections and disconnects.

Island Booths
Include a detailed floor plan layout of your booth space with dimensions indicating outlet type and location. If a main power drop/delivery location is not indicated on the floor plan, OCC Electricians will deliver to the most convenient location.

24-Hour Services
Electricity will be turned on one (1) hour prior to show opening and off one (1) hour after show closing on show days. If you require power at any other time, please order 24-hour power at two (2) times the outlet rate.

Terms of Service
I agree in placing this order that I have accepted OCC's terms of service outlined on back of the order form. Credits will not be made for services delivered and not used.

120 Volt	Quantity	Standard	Floor	Total
5 Amps (500 Watts)		\$130.00	\$156.00	\$
10 Amps (1000 Watts)		\$155.00	\$186.00	\$
15 Amps (1500 Watts)		\$180.00	\$216.00	\$
20 Amps (2000 Watts)		\$205.00	\$246.00	\$
SUBTOTAL:				\$
208 Volt Single Phase	Quantity	Standard	Floor	Total
5 Amps		\$207.00	\$248.00	\$
10 Amps		\$236.00	\$283.00	\$
15 Amps		\$266.00	\$319.00	\$
20 Amps		\$323.00	\$388.00	\$
30 Amps		\$387.00	\$464.00	\$
SUBTOTAL:				\$
208 Volt Three Phase	Quantity	Standard	Floor	Total
5 Amps		\$250.00	\$300.00	\$
10 Amps		\$277.00	\$332.00	\$
15 Amps		\$310.00	\$372.00	\$
20 Amps		\$373.00	\$448.00	\$
30 Amps		\$463.00	\$556.00	\$
SUBTOTAL:				\$
Rental Equipment	Quantity	Standard	Floor	Total
6-Outlet Power Strip		\$26.00	\$30.00	\$
25' Extension Cord		\$29.00	\$33.00	\$
SUBTOTAL:				\$
Electrical Labor	Quantity	Standard	Total	
Mon - Sun, 7am-5pm		\$ 90.00	\$	
208V/480V Labor		\$135.00	\$	
Evenings after 5pm		\$135.00	\$	
Holidays		\$180.00	\$	
SUBTOTAL:				\$
GRAND TOTAL:				\$

Name of Event _____ Event Date(s) _____
 Exhibitor Name _____ Booth _____
 Email _____ Phone _____
 Address _____ City _____ State _____ Zip _____
 Form of Payment: Enclosed is my check or money order in the amount of: \$ _____ (payable to Oregon Convention Center)
 Visa MasterCard American Express Discover Account No. _____ Exp. Date _____
 Name: _____ Authorized Signature: _____

Payment in full must be rendered before service is provided.