



On-Site Utility Services Order Form

Hickory Metro Convention Center
1960 13th Ave Dr SE; Hickory, NC 28602

Phone: (828) 324-8600
Email: chrystal@hickorymetro.com

Event Name: _____	Advance Rate Cut Off: two weeks before event
Event Date: _____	Regular Rate Cut Off: Day before 1st event setup day
Exhibitor: _____	Day Of Rate: 1st Day of Setup thru event start
Booth #: _____	

Internet – Conditions and Regulations

1. There are a limited number of hardwired internet lines for purchased on a first come, first served basis.
2. Exhibitor Wi-Fi Network - network name and pass code will be in your booth upon arrival.

*Access to a dedicated non-public network for all show vendors.		**Hardwired internet has limited availability.			
Quantity	Type	Adv. Rate	Reg. Rate	Day of Rate	Amount
_____	*Vendor Network	\$25.00	\$40.00	\$50.00	\$
_____	**Hardwired Line/Ethernet	\$196.00	\$250.00	\$300.00	\$
n/a	HMCC Guest Internet	FREE	FREE	FREE	\$
Internet Total:					\$

Electrical – Conditions and Regulations

1. Rates listed below only cover bringing the electrical drop to the booth in the most convenient manner and does not include connecting equipment or special work. HMCC does not provide additional attachments, plugs or equipment for hookups.
2. If you require an HMCC certified electrician to connect your equipment or special work to be done regarding your electrical service, you must call (828) 328-1335 to make arrangements in advance.
3. All material and equipment furnished by an HMCC certified electrician shall remain at the Center after close of the show. If material and equipment is taken, the ordering Exhibitor will incur a fee for the replacement of those items.
4. Should you fail to make advance arrangements for an HMCC certified electrician to connect equipment or perform special work, HMCC does not guarantee that an electrician will be available to perform special work and provide connection to your electrical drop.
5. If your electrical drops need to be in a specific location in the booth, please attach a layout of drop locations. Failure to do so may result in additional fees if you request a new location for your drop.
6. HMCC does not rent or provide extension cords for exhibitor use. All exhibitor extension cords used must be at least 16 gauge, grounded and UL Listed.

Quantity of 1 electric – 120v, 20 amp (Single Phase) will provide for two (2) standard plugs.

Quantity	Volts	Amp	Phase	Adv Rate	Reg Rate	Day of Rate	Amount
_____	120	20	Single	\$125.00	\$162.50	\$187.50	\$
_____	208	20	Single	\$165.00	\$214.50	\$247.50	\$
_____	240	20	Single	\$175.00	\$227.50	\$262.50	\$
_____	208	30	Single	\$215.00	\$279.50	\$322.50	\$
_____	240	30	Single	\$225.00	\$292.50	\$337.50	\$
_____	208	50	Single	\$300.00	\$390.00	\$450.00	\$
_____	240	50	Single	\$325.00	\$422.50	\$487.50	\$
_____	208	20	Three	\$240.00	\$312.00	\$360.00	\$
_____	240	20	Three	\$250.00	\$325.00	\$375.00	\$
_____	208	30	Three	\$299.00	\$388.70	\$448.50	\$
_____	240	30	Three	\$309.00	\$401.70	\$463.50	\$
_____	208	50	Three	\$450.00	\$585.00	\$675.00	\$
_____	240	50	Three	\$475.00	\$617.50	\$712.50	\$
_____	208	100	Three	\$850.00	\$1105.00	\$1275.00	\$
_____	240	100	Three	\$875.00	\$1137.50	\$1312.50	\$
_____	*460	Up to 60amp	Three	\$1500.00	\$1950.00	\$2250.00	\$
*Limited number available upon request – Hickory 1-4 only						Electrical Total:	\$

HMCC Electrician Required for Connection Assistance: **YES** **NO**

Date Work Requested:

Compressed Air – Conditions and Regulations

1. Rates listed below only cover bringing the air drop to the booth in the most convenient manner and does not include connecting equipment or special work. HMCC does not provide additional connections, adapters, or equipment for hookups.
2. All material and equipment furnished by HMCC shall remain at the Convention Center after close of the show. If material or equipment furnished by HMCC is taken, the ordering Exhibitor will incur a fee for the replacement of those items.
3. If your air drops need to be in a specific location in the booth, please attach a layout of drop locations. If your air drop must be moved after initial placement, a fee will be assessed.
4. It is recommended that Exhibitors provide a filter separator or dryer for all equipment requiring air lines. HMCC will not be responsible for moisture or water in airlines.
5. If air pressure is critical, it is recommended that Exhibitors supply a pressure regulator. HMCC does not guarantee minimum and maximum air pressure.

(90-100 PSI) (Only available in Hickory 1-4)					
Quantity	Type	Adv. Rate	Reg. Rate	Day of Rate	Amount
_____	1 connection – ½"	\$230.00	\$299.00	\$345.00	\$
_____	*Each additional – ½"	\$130.00	\$169.00	\$195.00	\$
_____	1 connection – ¾"	\$290.00	\$377.00	\$435.00	\$
_____	*Each additional – ¾"	\$230.00	\$299.00	\$345.00	\$
_____	1 connection – 1"	\$330.00	\$429.00	\$495.00	\$
_____	*Each additional – 1"	\$280.00	\$364.00	\$420.00	\$
Compressed Air Total:					\$

TOTAL UTILITY CHARGES: \$ _____ (total fee for all utilities requested)

Payment – Conditions and Regulations

1. Payment in full for the electrical drop(s), and/or internet 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. All credit card payments will incur a 4% service fee in addition to the total utility rate amount.
3. Advanced orders must be received by:
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 date to receive credit. Credit will not be given for services installed and not used.

Please print clearly OR type.

Exhibitor On-Site Contact Person: _____
Exhibitor Phone: _____

Payment Method

_____ Cash _____ Check _____ *Credit Card
4% service fee will be added to your utility total.

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