



SeaGate Convention Centre

401 Jefferson Avenue - Toledo, OH 43604
 phone: 419-255-3300 fax: 419-255-7731
 www.toledo-seagate.com

FOR OFFICE USE ONLY	
RECEIVED BY	DATE & TIME
AUTHORIZATION NUMBER	CONTRACT NUMBER

120 VOLT ELECTRICAL CONNECTIONS*						
QTY	AMOUNT	PHASE		neutral required	ADVANCE > 7 days out	STANDARD < 7 days out
		single	three			
	500 watt	N/A	N/A	N/A	\$60.00	\$80.00
	1000 watt	N/A	N/A	N/A	\$65.00	\$85.00
	2000 watt	N/A	N/A	N/A	\$75.00	\$95.00
	3000 watt	N/A	N/A	N/A	\$85.00	\$105.00
Additional Extension Cords					\$15.00	\$20.00
Outlet Splitter (4 additional outlets)					\$10.00	\$15.00

*All Electrical Connections Come with 1 Extension Cord that has 1 Outlet

OTHER UTILITIES		
QTY	SERVICE	STANDARD
	Water/Drain (constant flow: 5/8" hose supply)	\$130.00 ea
	Water/Drain (1 time fill/drain: 5/8" hose supply)	\$70.00 ea
	Natural Gas (plumbing charges not included)	\$130.00 ea

**** Please call for location and availability on all services offered above.**

208 VOLT ELECTRICAL CONNECTIONS**						
QTY	AMOUNT	PHASE		neutral required	ADVANCE > 7 days out	STANDARD < 7 days out
		single	three			
	20 amp				\$100.00	\$130.00
	30 amp				\$110.00	\$140.00
	40 amp				\$120.00	\$155.00
	50 amp				\$130.00	\$165.00
	60 amp				\$175.00	\$200.00

** 100, 200 & 400 amp services available. Please call for information & pricing.
 **208/480 hardwire connections are included provided unit has cord attached
 ** Additional electrical service needs require a labor rate of **\$45.00 per hour.**

TELEPHONE SERVICE			
QTY	SERVICE	ADVANCE	STANDARD
		> 7 days out	< 7 days out
	Analog Telephone Line with Touch Tone Instrument	\$200.00	\$250.00
	Analog Telephone Line (exhibitor brings own instrument)	\$175.00	\$225.00

Long Distance Capability _____ YES _____ NO

AUDIO / VISUAL EQUIPMENT

The SeaGate Convention Centre can offer a full line of audio/visual equipment & services. For additional information or to receive a quote please contact the Event Coordinator

INTERNET SERVICES ***		
QTY	SERVICE	STANDARD
	Hardline Connection	\$200.00 for event
	Wireless Connection	\$50.00 per day

***Clients who wish to order an internet package for their event, please contact the Event Coordinator for pricing

SEAGATE CONVENTION CENTRE INVOICE & RECEIPT

ORDERS CAN NOT BE PROCESSED WITHOUT ENCLOSED PAYMENT - (mail to above address)

EVENT NAME _____ EVENT DATE _____

COMPANY _____ PHONE _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

ORDERED BY _____ TITLE _____

TOTAL ORDER AMOUNT \$ _____ **BOOTH NUMBER (required)** _____

- Check Enclosed (check payable to SeaGate Convention Centre)
- Credit Card (fax form to 419-255-7731)

ACCOUNT NUMBER _____

SECURITY CODE _____

EXPIRATION DATE _____

TODAY'S DATE _____

(must be 7 days prior to show to qualify for "Advance Rate")

AUTHORIZED SIGNATURE _____

SPECIAL NOTES/INSTRUCTIONS

I agree to the terms on the back of this form

GENERAL UTILITY/EQUIPMENT TERMS AND CONDITIONS

1. PAYMENT FOR SERVICE MUST ACCOMPANY ALL ORDERS.
2. All equipment, regardless of the source of power, must comply with all federal, state and local safety codes and standards including ANSI, OSHA & FCC. Any equipment that does not comply will be disconnected.
3. Prices are based upon current wage rates and are subject to change without notice.
4. All material and equipment that is furnished by the SeaGate Convention Centre for this service order shall remain SeaGate Convention Centre property and shall be removed ONLY by the SeaGate Convention Centre at the close of the show.
5. Only SeaGate Convention Centre personnel may connect/disconnect or make adjustments to provided service(s).
6. Utilities will be turned on 1-hour prior to show opening time and off at show close time daily.
7. Credit will NOT be given for service installed and not used.
8. Claims will NOT be considered unless filed by the exhibitor prior to close of show.
9. The charge for service includes installation in the most convenient location and removal at the close of the show.

ELECTRIC SPECIFIC

1. Wall, column and permanent building utility outlets are not a part of booth space and are not to be used by exhibitors unless specified otherwise.
2. Rates quoted for all connections, cover only the bringing of service to the booth in the most convenient manner and do not include connecting equipment or special wiring.
3. Use of open clip sockets, latex or lamp cord wire, duplex or triplex attachment plugs in exhibits are prohibited.
4. Under no circumstances shall anyone other than "house electrician" make electrical connections.
5. Special equipment requiring company engineers or technicians for assembly, servicing, preparatory work and operation may be executed without "house electrician", however, all service connections and overload protection to such equipment must be made by "house electricians" only.
6. All equipment must be properly tagged and wired with complete information as to type of current, voltage, phase, cycle, etc.
7. Unless otherwise directed, SeaGate Convention Centre electricians are authorized to cut floor coverings to permit utility installation.
8. All exhibitors' cords must be of the 3-wire ground type. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.
9. SeaGate Convention Centre is not responsible for level fluctuations / circuit failure due to temporary or local electric company conditions.
10. The SeaGate Convention Centre cannot guarantee service prior to show opening for "floor orders".

TELEPHONE/INTERNET SPECIFIC

1. SeaGate Convention Centre is the exclusive provider of land line telecommunications for the SeaGate Convention Centre.
2. Incomplete telecommunication requirements may delay processing and labor charges will be added in the event of changes made after initial installation.
3. Exhibitor will be fully responsible for the protection and safekeeping of telephone equipment.
4. SeaGate Convention Centre is not responsible for loss of service or "line noise" due to temporary or local telephone company conditions.
5. Rates quoted for phone service cover only the bringing of service to the booth in the most convenient manner.
6. All inquiries for data line service & other special needs should be directed to the SeaGate Event Coordinator.
7. In addition to basic telephone charges, exhibitor will be charged for long distance calls at prevailing rates.
8. Shows with heavy forklift traffic may prevent phone lines from being installed until shortly before the show opens.
9. SMG IT staff is not responsible for technical support of client or vendor devices utilizing broadband or wireless internet connections.
10. If a user has problems accessing the Internet over these connections, staff will not assist in making changes to the user's network settings or perform any troubleshooting on the user's own computer.
11. Wireless Access Points are configured to isolate devices and prevent against certain types of bandwidth misuse including peer-to-peer file sharing and most torrent applications
12. SMG is not responsible for content accessed via broadband or wireless internet connections
13. SMG will try to ensure wireless access is available throughout the requested area. However, users may encounter occasional "dead spots" where wireless reception may be limited or too many users are attempting to access from a particular access point
14. Wireless access is by nature an insecure medium. As with most public wireless networks, any information being sent or received over SMG's wireless network could potentially be intercepted by another wireless user

FOOD AND BEVERAGE

1. The SeaGate Convention Centre's in-house caterer has the exclusive rights to all food and beverages inside the facility.
2. If a food product is germane to the show, the exhibitor is permitted to pass out 2 oz. (toothpick portion) samples from within the booth space or sell the product for off-site consumption with a minimum retail price of \$8.00
3. This policy also prohibits outside food & beverages such as McDonalds, Pizza Hut and packed lunches from being brought into the facility.
4. **All vendors wishing to use fryers or ovens for cooking and preparation purposes must abide by the following guidelines:**
 - Appropriate clearance for cooking during show hours must be obtained from show manager or promoter prior to consulting building personnel for power or cooking locations. Even if clearance has been granted by the show manager or promoter the building reserves the right to restrict cooking access.
 - All cooking apparatuses MUST be electric in nature; **NO gas cooking** will be allowed in regards to fryers or stoves.
 - All oil/"deep fryer" cooking locations will be located along the loading dock side of the SeaGate Convention Centre. If the vendor's booth is located in the middle of the convention, a secondary cooking location will be set up for them to use.
 - All cooking locations will be off carpeted surfaces.
 - All cooking is to be done on hard top tables, and at no time will plastic/vinyl top tables be acceptable.
 - All vendors cooking MUST have a K-type fire extinguisher next to their cooking station.
 - At NO time are vendors to use restroom sinks or garbage receptacles for grease/oil dumping. A grease/oil trap drum is located on the loading docks.
 - If, at any point, the SeaGate Event Coordinator has determined that the vendors cooking procedures are unsafe and in violation of the guidelines outlined above, the SeaGate Event Coordinator has the right and authority to disconnect the vendors power until provisions have been made by said vendor to accommodate the outlined above.

OTHER UTILITIES

1. Natural gas connections do NOT include plumbing labor charges, which are available at prevailing rates.
2. Water service supply is a standard 5/8" garden hose. Exhibitor is responsible for providing specific equipment adapters.