

UTILITY SERVICES RULES AND REGULATIONS

1. All equipment must comply with the National Electrical Code, all Federal, State, and local Safety Codes.
2. Claims will not be considered unless filed by exhibitor prior to close of show.
3. All material and equipment furnished by the City of Arlington for this service order shall remain the property of the City of Arlington and shall be removed ONLY by venue personnel at the close of the show.
4. Unless otherwise directed, venue personnel are authorized to cut floor coverings to permit installation of service.
5. The venue reserves the right to refuse connection to any exhibitor whose equipment is deemed unsafe by City of Arlington electrical or plumbing supervisors.
6. RATES QUOTED FOR ALL CONNECTIONS COVER ONLY ONE SERVICE INSTALLATION TO THE BOOTH IN THE MOST CONVENIENT MANNER, AND DOES NOT INCLUDE CONNECTION ANY EXHIBITOR EQUIPMENT OR WIRING.
7. ADVANCE ORDERS: TO RECEIVE ADVANCE RATE, ADVANCE ORDERS MUST BE RECEIVED A MINIMUM OF FIVE (5) DAYS PRIOR TO EXHIBITORS' ARRIVAL FOR MOVE-IN AND PAYMENT MUST ACCOMPANY ORDER.
8. CREDIT WILL NOT BE GIVEN FOR OUTLETS INSTALLED AND NOT USED.
9. PAYMENT IN FULL MUST BE RENDERED PRIOR TO SERVICE CONNECTION.
10. Advance orders shall receive priority service.
11. Prices are based upon current wage rates and are subject to change without notice.
12. OBSTRUCTIONS BLOCKING UTILITY ACCESS FROM FLOOR BOXES OR WALL PANELS ARE SUBJECT TO RELOCATION AS NECESSARY.

ADDITIONAL RULES & REGULATIONS – ELECTRICAL ONLY

1. Use of open clip sockets, latex or lamp cord wire, unapproved duplex or triplex attachment plugs in exhibits is prohibited.
2. Permanent building electrical outlets are not a part of booth space and are not to be used by exhibitors unless specified otherwise.
3. Under NO circumstances shall anyone other than "house electrician" make electrical connections.
4. Special equipment requiring company engineers or technicians for assembly, servicing, preparatory work, and operation may be executed without "house electrician," however, all services connections and overload protection to such equipment must be made by "house electrician" only.
5. All equipment must be properly tagged or marked with complete information as to the type and/or amount of current, voltage, phase, frequency, horsepower, etc., required.
6. All exhibitors' 120 VOLT cords must be of the 3 wire, grounded type. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.

ADDITIONAL RULES & REGULATIONS – AIR/WATER/DRAIN ONLY

1. Air and water service pressure may vary and no guarantee can be made of minimum or maximum pressures. If pressure is critical, exhibitor should arrange to have a pressure regulator valve installed.
2. ADDITIONAL LABOR CHARGES MAY BE MADE FOR EXHIBITORS' EQUIPMENT THAT SHOULD LEAK OR CAUSE DAMAGE TO OTHER PROPERTY.



ARLINGTON
EXPO
CENTER

Exhibitor Booth Installation Form

Event Name: _____

Booth Name: _____

Event Date: _____

Onsite Contact: _____

Contact Phone: _____

IMPORTANT: Standard placement is the bringing of your utility service(s) to your booth in the most convenient manner. Should you request or need special or specific placement of your utility service(s), additional labor will be billed.

The booth or aisle #s surrounding your booth must be provided. A minimum of one adjacent booth or aisle # is required (two or more would be more helpful) for staff to accurately install your services.

SIZE: Booth dimensions (example 10'x10') = _____

Scale = 1 box is equal to _____ feet

X = Please note the location of the utility service(s). If you have varying services (10KW, 35KW, single phase, three-phase etc.) please note the differences. If you have specific locations for water service, please note those as well.

Adjacent Booth or Aisle # _____									
Adjacent Booth or Aisle # _____									
Adjacent Booth or Aisle # _____									