

# SERVICES ORDER FORM

Event Name: \_\_\_\_\_

Booth Number: \_\_\_\_\_ Event Date: \_\_\_\_\_

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

Contact Person: \_\_\_\_\_

EMAIL: \_\_\_\_\_

Phone: \_\_\_\_\_



JOHN S. KNIGHT CENTER

**FOR OFFICE USE ONLY**

Event #: \_\_\_\_\_

Order #: \_\_\_\_\_

To Take Advantage of the **Standard Rate**, Orders Must Be Paid In Full **10 Business Days Prior** to First Move-In Date.

**SECTION (A): NON-TAXABLE ITEMS**

**STANDARD RATE**

**PUSH RATE**

**TOTAL**

**Standard Voltage Options**

\_\_\_\_\_ 120 Volts (Up to 1000 Watts/10 Amps) \$90 \$100 \$\_\_\_\_\_

\_\_\_\_\_ 120 Volts (Up to 2000 Watts/20 Amps) \$110 \$120 \$\_\_\_\_\_

**Higher Voltage Options**

\_\_\_\_\_ 208 Volt, 20 Amp, Single-Phase Service (L14-20) (20 Amps or Less) \$125 \$150 \$\_\_\_\_\_

\_\_\_\_\_ 208 Volt, 30 Amp, Single-Phase Service (L14-30) (30 Amps or Less) \$160 \$185 \$\_\_\_\_\_

\_\_\_\_\_ 208 Volt, 30 Amp, Three-Phase Service (L21-30) (30 Amps or Less) \$190 \$215 \$\_\_\_\_\_

\_\_\_\_\_ 277/480 Volt, 30 Amp, Three-Phase Service (30 Amps or Less) \$200 \$225 \$\_\_\_\_\_

**Special Power Requests**

\_\_\_\_\_ 208 or 480 Volt Single-Phase (Greater Than 30 Amps) \$6/Amp \$7/Amp \$\_\_\_\_\_

\_\_\_\_\_ 208 Volt Three-Phase (Greater Than 30 Amps) \$7/Amp \$9/Amp \$\_\_\_\_\_

\_\_\_\_\_ 480 Volt, Three-Phase (Greater Than 30 Amps) \$10/Amp \$12.50/Amp \$\_\_\_\_\_

\_\_\_\_\_ Broadband Internet Service (Hardwired) \$125 \$135 \$\_\_\_\_\_

SUB-TOTAL FOR NON-TAXABLE ITEMS (SECTION A ONLY) \$ \_\_\_\_\_

**SECTION (B): TAXABLE ITEMS**

**STANDARD RATE**

**PUSH RATE**

**TOTAL**

**Additional Accessories**

\_\_\_\_\_ Extension Cord \$15 \$20 \$\_\_\_\_\_

\_\_\_\_\_ Multi-Tap Box \$25 \$30 \$\_\_\_\_\_

\_\_\_\_\_ Adapter for Non-Nema Plugs and Receptacle \$15 \$20 \$\_\_\_\_\_

**Cleaning Services**

\_\_\_\_\_ Vacuuming \$0.25/SqFt x \_\_\_\_\_ (SqFt) x \_\_\_\_\_ (# of Days) = \$\_\_\_\_\_

\_\_\_\_\_ Cleaning of Display, Equipment/Furnishings (4-Hour Min. Required) \$55.00/Hour x \_\_\_\_\_ (Hours) = \$\_\_\_\_\_

SUB-TOTAL FOR TAXABLE ITEMS (SECTION B ONLY) \$ \_\_\_\_\_

**Air and Water Services are available,  
Please email [Orders@visitakron-summit.org](mailto:Orders@visitakron-summit.org)  
for more information.**

6.75% SALES TAX (SECTION B ONLY) \$ \_\_\_\_\_

**GRAND TOTAL DUE \$ \_\_\_\_\_**

Rates quoted cover bringing of service to back of booth, does not include connecting non-rental equipment. All wiring and electrical work on the exhibitor's display is charged on time and material basis. Tagging of equipment for proper voltage, phase and special connection requirements are purchaser's responsibility. Exhibitors using sensitive electronic equipment should provide their own power conditioning equipment. Any motor with 1/2 horsepower or larger must have safety switch.  
PRICES ARE BASED ON CURRENT RATES AND ARE SUBJECT TO CHANGE WITHOUT NOTICE

# CREDIT CARD AUTHORIZATION FORM

Event Name: \_\_\_\_\_

Company: \_\_\_\_\_

Event Dates: \_\_\_\_\_

Booth Number: \_\_\_\_\_



JOHN S. KNIGHT CENTER

### PAYMENT NOTICE:

- Pre-Order Rates Apply Only To Orders Received And Paid In Full 10 Business Days Prior To The First Scheduled Move-In Day.
- On-Site Rates Must Be Paid At Move-In For All Other Orders. No Exceptions.
- All Orders Must Be Paid In Full With U.s. Funds By Opening Of First Day Of Event.
- A Minimum \$30.00 Fee Will Be Charged For Each Returned Check.

### CONDITIONS FOR PROCESSING SERVICE ORDER FORMS

- Payment In Full, In U.s. Funds Must Accompany Service Order Form.
  - All Information Must Be Completed In Full For Order To Be Processed. Incomplete Forms Delay Processing Which Results In Delayed Service Installation.
  - State Sales Tax Will Be Charged On Every Taxable Order That Is Not Submitted With A Completed Certificate Of Exemption Form.
  - No Service Will Be Installed Until Payment Is Received.
- Cancellations: Refunds Will Be Computed As Follows:
- 1) After Installation – No Refund
  - 2) Refunds Will Be Given On Pre-Orders Up To 3 Days Prior To Move-In Of Event

**Please complete all areas below. Incomplete requests will be rejected and orders will not be processed. The John S. Knight Center reserves the right to decline acceptance of any "card not present" transaction at their discretion.**

*I, the undersigned cardholder, give the John S. Knight Center, Akron, OH, USA authorization to charge my credit card for the amount totaling*

**\$ \_\_\_\_\_ (US Currency).**

Cardholder Name: \_\_\_\_\_

Company: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip/Postal Code: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Card Number: \_\_\_\_\_ Exp Date: \_\_\_\_\_

CID Number: \_\_\_\_\_ (Visa/MC/Disc: Last 3 Digits Located on Card Back in Signature Panel, AMEX: 4-Digit Number Location on Card Front Right)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_