

PLUMBING REQUEST

EXHIBITOR ORDER FORM

Fax or E-mail to:
Engineering Manager
Fax: (808) 943-3538
Email: Plumbing@hccaeg.com

NAME OF EVENT		INSTALL DATE / TIME	REMOVAL DATE / TIME
COMPANY		BOOTH NUMBER	
BILLING ADDRESS		ONSITE SHOW CONTACT	
PHONE NUMBER	FAX NUMBER	CELLULAR PHONE NUMBER	

PAYMENT BY CASH, COMPANY CHECK, MONEY ORDER, OR CREDIT CARD IN U.S. DOLLARS MUST ACCOMPANY THIS ORDER.

Cash Company Check Money Order **MAKE CHECK PAYABLE TO: "AEG MANAGEMENT HCC, LLC"**

CREDIT CARD & TYPE:* Visa MasterCard AMEX Discover Diners Club JCB

***Credit card payments will be subject to a 4% administrative fee.**

CREDIT CARD NUMBER	EXP DATE	SECURITY CODE (3 or 4 digit)
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I hereby authorize the purchase amount listed below to be charged to my credit card plus a 4% administrative fee.

CARDHOLDER NAME (Please print)	CARDHOLDER SIGNATURE	DATE
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ADVANCE ORDERS MUST BE RECEIVED WITH FULL PAYMENT OR CREDIT CARD AUTHORIZATION NO LATER THAN 15 DAYS PRIOR TO FIRST SCHEDULED MOVE-IN DAY. PLEASE SEE REVERSE SIDE FOR TERMS & CONDITIONS.

NOTE: WATER AND COMPRESSED AIR SERVICES ARE LIMITED TO EXHIBIT HALLS ONLY.

ORDER:	Description	Quantity	Advance	Standard	Amount	Install Date/Time
COMPRESSED AIR	Single Outlet (Check Size) <input type="checkbox"/> 1/4" <input type="checkbox"/> 3/8" <input type="checkbox"/> 1/2" <input type="checkbox"/> 3/4"		\$425.00	\$600.00		
(20-100 lbs. PSI) Fill In: _____ CFM	Adtl. Branch Outlet(s) - Each (Check Size) <input type="checkbox"/> 1/4" <input type="checkbox"/> 3/8" <input type="checkbox"/> 1/2" <input type="checkbox"/> 3/4"		\$135.00	\$185.00		
WATER	Single Outlet (Check Size) <input type="checkbox"/> 1/4" <input type="checkbox"/> 3/8" <input type="checkbox"/> 1/2" <input type="checkbox"/> 3/4"		\$390.00	\$540.00		
(40 PSI) Fill In: _____ CFM	Additional Branch Outlet(s) – Each (Check Size) <input type="checkbox"/> 1/4" <input type="checkbox"/> 3/8" <input type="checkbox"/> 1/2" <input type="checkbox"/> 3/4"		\$135.00	\$185.00		
	Tank Fill and Drain 20 to 500 gal.		\$175.00	\$205.00		
	Each Additional 500 gal.		\$ 60.00	\$70.00		
DRAIN	Single Outlet (Check Size) <input type="checkbox"/> 1/2" <input type="checkbox"/> 3/4" <input type="checkbox"/> 1 "		\$425.00	\$600.00		
	Additional Drain Connection(s) - Each		\$170.00	\$225.00		
RENTALS	Sink with Cold Water and Drain		\$650.00	\$795.00		
OTHER	Specialty Gas (Non-flammable)		Call For Quotes			
			TOTAL:			

LABOR: Normal installation hours provided daily from 8:00AM – 5:00PM. Orders requiring installation before 8:00AM or after 5:00PM are subject to additional labor charges. Additional labor required for onsite changes or additions will be provided at a rate of \$75.00 per hour. Labor is calculated in 1 hour increments. Minimum charge is 1 hour. Orders requiring 24 hour service, please add 25% per outlet.
Check here if this order requires special conditions, materials or if you will require 24 hour service.

LOCATION: Include sketch below showing location of service inside booth. Floor plan required.



Front of booth

PLUMBING ORDER FORM INFORMATION

Conditions for processing Plumbing order forms are:

1. **Prices subject to change without notice.**
Order form & payment must be received fifteen (15) days prior to the first scheduled move-in day to qualify for Advanced Rates.
2. Booth Number(s) must be identified on face of form.
3. Desired location of plumbing service in booth must be designated.
4. If third party billing is required, service contract must include company name c/o display house name. Display house address and contact name must be indicated on service contract. Payment policy will apply.
5. Credit will not be given for connections ordered or installed and not used. Services cancelled prior to installation will be subject to cancellation fees.
6. Unpaid balances are subject to past due penalties.

EXHIBITOR NOTES

1. HCC plumbing labor is available for other plumbing work and repairs on a time and material basis. See labor rates on front of form.
2. If you need plumbing service and your booth is not in one of the exhibit halls please call HCC first. Plumbing services outside of those areas is extremely limited.
3. HCC can provide specialty bottled gas. This will include supply, delivery, storage and hook-up to equipment. Call first for price quotation. Order and payment must be received 30 days prior to show opening.
4. If your equipment has strict tolerances for water or air temperature, pressure or cleanliness, then you must consider bringing your own regulating devices and filters. HCC's utility operating ranges are not as precise as a specialized facility.
5. Compressed air and water for booths is normally turned on one hour before show opening and off at show close.
6. If you have any questions regarding plumbing services, call (808) 943-3518.

NOTE: Water and compressed air services are limited to the Exhibit Halls only.

IMPORTANT BUILDING REGULATIONS

1. Only HCC plumbers shall make service connections. Special equipment requiring company engineers or technicians for assembly, servicing, preparatory work and operation may be executed without "house personnel".
2. All plumbing material and equipment furnished by HCC for this service shall remain HCC property and shall be removed by the HCC at the close of the show.
3. Permanent building utility outlets are not part of booth space and are not to be used by exhibitors.
4. All equipment using water must have inlet and outlet properly tagged.
5. Unless otherwise directed, HCC personnel are authorized to cut floor coverings to permit installation of service.
6. Service outlet size will be determined by the volume required.
7. **Gratuities are not permitted.**

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