



Jacob K. Javits Convention Center

655 West 34th Street
New York, NY 10001-1188
212-216-2090
www.javitscenter.com

SERVICE ORDER(S) PAYMENT FORM



Required for Electrical, Cleaning, Plumbing, and Telecommunication Services
(No service will be provided without payment and completion of Section 1 & 2 and the return of this form as well as a booth floor plan, where appropriate, and the order form for the specific service required.)



Customers who choose to pay by check or money order must also supply a valid credit card number. Credit Card charges are limited to \$10,000 per order/invoice. Any order exceeding \$10,000 must be paid by company check. Any balance due during or at the end of the show and does not exceed \$10,000 will be billed directly to the credit card number. The Advance rate will only be valid and processed for orders with payment postmarked, faxed or emailed 15 days prior to the show opening date. By your signature below, you acknowledge and agree to these terms and authorize JKJCC to bill your credit card. **Personal checks or checks drawn on foreign banks are not accepted.** Failure to follow these instructions will result in a delay in services.

Make checks payable to the **JACOB K. JAVITS CONVENTION CENTER.**

Please return order forms with payment to:

Jacob K. Javits Convention Center
655 West 34th Street
New York, NY 10001-1188
Fax: 212-216-4169

Email COMPLETED & SIGNED Service Forms to: services@javitscenter.com

Show Name: (12546) Texworld USA	Show Booth:	Show Date(mm/yy): July '07
Exhibiting Company Name:		

Section 1 (Billing Information)

Billing Company Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Contact: _____ Phone: _____ Fax: _____

Contact Signature: _____

Section 2 (Billing Credit Card expiration date must be valid throughout the event listed above)

☐ American Express ☐ MasterCard ☐ Visa ☐ Diners Club

Card Number: _____ Expiration Date: _____ / _____
Month Year

Card Holders Name (Print): _____

Card Holders Signature: _____ Date: _____

Contact: _____ Phone: _____ Fax: _____

Section 3

☐ Please check here if checks are included. Email Address: _____

**For faster ordering with a confirmation call toll-free 1.877.452.8487
or go to www.javitscenter.com**



Jacob K. Javits Convention Center

Electrical Request Form



This Order Form and payment must be postmarked or faxed 15 days prior to show opening date to qualify for Advance Rate. All orders must be submitted with a signed Service Order Payment Form.

Full Name Of Event (12546) Texworld USA

Month/Year July 17 - 19, 2007

Advance Rate Deadline: July 2, 2007

Company Name Booth Number

Event Contact Email Address

Phone Number Fax Number

SIGNATURE

DATE

I ALSO AUTHORIZE CHARGING ANY UNPAID BALANCE TO MY CREDIT CARD SUBMITTED ON THE JKJCC PAYMENT POLICY FORM.

Item#	Description	Quantity	Advance Rate	Standard Rate	Amount
110 volt Electric Service Connections (Lights, Computers & Small Appliances)					
**** Prices subject to change without notice ****					
E25	Up to 500 watts		\$ 99.00	\$ 131.00	
	An exhibitor with a 100 sq. ft booth and one 500 watt order may hang and				
	dismantle their own lights without tools and ladders (See Exception *** Below)				
E26	501 - 1000 watts		\$160.00	\$ 221.00	
E27	1001 - 1500 watts		\$190.00	\$ 266.00	
	add 25% for 24 hr. service (use only with above outlets)				
E28	Multi Box - 4 Outlets (use only with above outlets; 1 unit per connection)		\$ 30.00	\$ 42.00	
E29	Plug Strip - 8 Outlets (use only with above outlets; 1 unit per connection)		\$ 30.00	\$ 42.00	
110 volt Electric Equipment Connections (One Dedicated Line for Heavy Duty Service ONLY)					
E30	1501 - 2000 watts		\$211.00	\$ 296.00	
E31	2001 - 2500 watts		\$280.00	\$ 381.00	
	For 208 or 460 volt Service		*****SEE ATTACHED PRICE LIST*****		
	add 25% for 24 hr. service				
FLOOD LIGHTS: JKJCC Equipment only (Includes labor and Outlet)					
E32	One 120 Watt Flood lamp - Clamp On		\$145.00	\$ 175.00	
E33	Twin 120 Watt Flood lamp - Goose Neck		\$176.00	\$ 204.00	
E82	150 Watt Skanda Light		\$156.00	\$ 180.00	
E80	One 300 Watt Light Quartz		\$164.00	\$ 180.00	
S85	1 - 1000 Watt Parcan (Floor Plan Required)		\$359.00	\$ 359.00 + LABOR	
	Any Parcan order received less than 15 days				
	prior to show opening will be subject to labor charges				

LABOR CHARGED IN HALF HOUR INCREMENTS		
Straight Time	7:30am to 3pm, Monday through Friday	\$108.58 per hour
Overtime	All hours other than above and Sat., Sun., and Holidays	\$140.30 per hour
Move Out Charge		\$127.56 per hour

SERVICES BELOW REQUIRE LABOR	
208 or 460 Volt Orders	
Operating sound and light systems	
Installing and removing exhibitor-owned lighting (more than 6)	
Taping down and securing wires for 3 or more 110 Volt services per booth	
Overhead work on manlifts	
Correcting code violations	
Use of manlift \$97.94 per hr; \$390.66 for 4 hours OR more per day for exclusive use. (Electrical orders only)	
***A \$35 fee will be assessed for installing and removing exhibitor-owned lights for exhibits with 6 or less lights unless the booth is a 10 x 10 pop-up with 4 lights.	

Total \$

**Floor
Plan
Required**

See Page 2 for mailing instructions

JKJCC USE ONLY	JKJCC PAID STAMP	Special Conditions, Materials, and 24-Hour Service
Received By		
Credit Card Authorization #		
Check #		
Invoice #		
Labor #		
Tracking #		
Customer #		
On-site Customer Signature		See reverse side for instructions and conditions.

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ELECTRICAL SERVICES REQUEST

SERVICE ORDER INFORMATION

1. Conditions for processing service order forms are:
 - a. **Prices subject to change without notice.** PAYMENT AND CREDIT CARD INFORMATION FOR SERVICE MUST ACCOMPANY SERVICE REQUEST. Date payment is received shall determine the applicable rate.
 - b. Incomplete information regarding hook-up or power requirement will delay processing.
 - c. Booth Number(s) must be identified on face of form.
 - d. Desired location of power in booth(s) must be designated. For large booth, attach floor plan.
 - e. If third party billing is required, service contract must include company name c/o display house. Display house address and contact name must be indicated on service contract. Payment policy will apply.
2. Credit will not be given for electrical service installed and not used. Services cancelled prior to installation will be subject to cancellation fee.
3. Claims will not be considered unless filed by exhibitor prior to close of exposition at the JKJCC Service Desk. Non-receipt of service must be reported to the JKJCC Service Desk prior to close of the day for verification and consideration.
4. Unpaid balances are subject to past due penalties.
5. Returned checks will be subject to a \$25.00 fee plus forfeiture of the discount rate for all services ordered.

IMPORTANT RULES AND REGULATIONS

1. With some exceptions, no one other than a JKJCC electrician can make any electrical connections or install/ remove cable or fixtures. Please consult Show Management or JKJCC personnel for additional information.
2. Unless otherwise noted, all material and equipment furnished by JKJCC for service shall remain the property of JKJCC and shall be removed only by the JKJCC at the show closing.
3. Permanent building utility outlets are not part of booth space and are not to be used by exhibitors.
4. Use of open clip sockets, latex or lamp cord wire, duplex or triplex attachment plugs in exhibits is prohibited.
5. All exhibitors' cords must be of the three-wired type. All exposed non-current-carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.
6. All electrical equipment must be properly tagged and wired with complete information as to type of current, voltage, phase, cycle, horsepower, etc.
7. Electrical power for lights and displays will be turned on one hour prior to show opening and turned off at show closing.
8. Unless otherwise directed, JKJCC installers are authorized to cut floor coverings to permit installation of service.
9. JKJCC is not responsible for voltage fluctuation or power failure because of temporary conditions.
10. All electrical service connections (110V) include one female outlet unless a multibox or plug-in strip is ordered.

TIPPING IS NOT PERMITTED ANY REQUESTS FROM PERSONNEL FOR GRATUITIES SHOULD BE IMMEDIATELY REPORTED TO JKJCC MANAGEMENT.

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TELECOMMUNICATIONS SERVICES

SERVICE ORDER INFORMATION

1. Conditions for processing service order forms are:

a. **Prices subject to change without notice. PAYMENT AND CREDIT CARD INFORMATION FOR SERVICE MUST ACCOMPANY SERVICE REQUEST.**

Date payment is received shall determine the applicable rate.

- b. Booth Number(s) must be identified on face of form.
 - c. If third party billing is required, service contract must include company name c/o display house. Display house address and contact name must be indicated on service contract. Payment policy will apply.
 - d. Customer should pick up telephone and dialing instructions at the Service Desk.
 - e. A time and material charge may be applied to line relocations if not indicated or different from locations shown.
2. Credit will not be given for service installed and not used. Services cancelled prior to installation will be subject to cancellation fee.
3. Claims will not be considered unless filed by exhibitor prior to close of exposition at the JKJCC Service Desk. Non-receipt of service must be reported to the JKJCC Service Desk prior to close of the day for verification and consideration.
4. Unpaid balances are subject to past due penalties.
5. Returned checks will be subject to a \$25.00 fee plus forfeiture of the discount rate for all services ordered.
6. **Customer's Duties:** Customer will be responsible for returning all telephone sets or other Equipment and related materials to the Telecommunications Service Desk no later than one hour after the official close of the show. Customer shall be liable for any loss or damage to the Equipment arising from Customer's negligence, intentional act, unauthorized maintenance, or other cause within the reasonable control of Customer, its representatives, employees, agents, or invitees. In the event of any loss or damage to the equipment for which Customer is liable, Customer shall reimburse JKJCC for the reasonable cost of repair or replacement.
7. **All Calling Charges:** Customer is responsible for all calling charges made on the hardwire line or lines they order. This is to include local calls, 800/888 calls, long distance calls, directory assistance calls and international calls.
8. **Long Distance:** Long distance interexchange service will be provided by JKJCC. All arrangements for long distance interexchange service shall be made directly between customer and JKJCC. Billing for such services may be processed by JKJCC. Billing or Other questions related to long distance services should be directed initially to JKJCC at the number shown on the front of this agreement. Usage rates will be billed in addition to standard line rates.

IMPORTANT RULES AND REGULATIONS

Limitation of Liability:

- (a) JKJCC's obligations under this Agreement are subject to, and JKJCC shall not be liable for delays, failure to perform, or damage or destruction or malfunction of the Equipment and Service, or any consequences of the above, caused, occasioned or due to fire, flood, water, the elements, labor disputes or shortages, utility curtailments, power failure, explosions, civil disturbances, government regulatory requirements, acts of God or public enemy, war, military or government requisition, shortages of equipment or supplies, unavailability of transportation, acts or omissions of anyone other than JKJCC, its representatives, agents or employees, or any other cause beyond JKJCC's reasonable control.
- (b) In all situations involving performance or non-performance of Equipment or related programs or Services furnished under this Agreement, the Customer's sole and exclusive remedy and JKJCC's sole and exclusive liability will be (i) the adjustment or repair of the Equipment or replacement of its parts by JKJCC or, at JKJCC's option, replacement of the Equipment or correction of the programming errors, or

(ii) if, after reasonable and repeated efforts, JKJCC is unable to install the Equipment or replacement Equipment in good working order, or to restore the same to good working order, or to make programming operate, the Customer shall be entitled to terminate this Agreement and receive a refund equal to the total amount therefore paid by Customer.

(c) IN NO EVENT SHALL JKJCC BE LIABLE TO THE CUSTOMER OR TO ANY OTHER PARTY FOR SPECIAL, COLLATERAL, EXEMPLARY, INDIRECT, INCIDENTAL, OR CONSEQUENTIAL DAMAGES. SUCH EXCLUDED DAMAGES INCLUDE, BUT ARE NOT LIMITED TO, LOSS OF PROFITS, LOSS OF USE OR INTERRUPTION OF BUSINESS, OR OTHER CONSEQUENTIAL OR INDIRECT ECONOMIC LOSS.

(d) With some exceptions, no one other than a JKJCC electrician can make any connections or install/ remove telecommunication equipment. Please consult Show Management or JKJCC personnel for additional information.

(e) Unless otherwise noted, all material and equipment furnished by JKJCC for service shall remain the property of JKJCC and shall be removed only by the JKJCC at the show closing.

(f) Unless otherwise directed, JKJCC installers are authorized to cut floor coverings to permit installation of service.

(g) JKJCC is not responsible for voltage fluctuation or power failure because of temporary conditions.

Indemnification: Customer hereby assumes liability for and agrees to indemnify, protect, and hold wholly harmless JKJCC and its agents, employees, officers, directors, and any and all successors and assigns, from and against any and all liabilities, obligations, losses, damages, injuries, claims, demands, penalties, actions, costs, and expenses, including reasonable attorney's fees in contract, in tort or otherwise, which result from or arise out of negligence or wrongful use of the Equipment or the Services by the Customer or its representatives, agents, employees, or invitees.

Assignment: JKJCC shall have the right to assign its interest under this Agreement to any other party subsequently providing Equipment and Services to the Building.

Entire Agreement: This Agreement and any attached supplement(s) constitute the entire agreement between the parties hereto and supersedes all prior oral or written discussions or agreements. This Agreement may be amended only by a written agreement executed by both parties.

Governing Law: This Agreement shall be construed under the laws of the State of New York.

TIPPING IS NOT PERMITTED. ANY REQUESTS FROM PERSONNEL FOR GRATUITIES SHOULD BE IMMEDIATELY REPORTED TO JKJCC MANAGEMENT.

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