



# 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	\$55.00	\$75.00
	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
	Compressed Air @ _____ psi, @ _____ cfm	\$110.00 ea
	Natural Gas (plumbing charges not included)	\$130.00 ea
<b>** Please call for location and availability on all services offered above.</b>		

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				\$140.00	\$175.00
** 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 <b>\$45.00 per hour.</b>						

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 CENTRE INVOICE & RECEIPT

**ORDERS CAN NOT BE PROCESSED WITHOUT ENCLOSED PAYMENT**

EVENT NAME \_\_\_\_\_ EVENT DATE \_\_\_\_\_

COMPANY \_\_\_\_\_ PHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

ORDERED BY \_\_\_\_\_ TITLE \_\_\_\_\_

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

- Check Enclosed (mail form & check payable to SeaGate Centre to address above)
- Credit Card (fax form to 419-255-7731)

ACCOUNT NUMBER \_\_\_\_\_

EXPIRATION DATE \_\_\_\_\_

TODAY'S DATE \_\_\_\_\_

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

AUTHORIZED SIGNATURE \_\_\_\_\_

I agree to the terms on the back of this form

SPECIAL NOTES/INSTRUCTIONS

## **SHIPPING AND RECEIVING TERMS AND CONDITIONS**

1. SeaGate Centre reserves the right to refuse any freight arriving prior to the exhibitor move-in dates and times.
2. All shipments must be labeled with the show name, show date, company name and booth number.
3. Exhibitors should contact show manager prior to shipping to see if a consolidator is being used.
4. Exhibitors are responsible for arranging pick-up of outbound freight. The SeaGate Centre is not responsible for freight left unattended after the close of the show.
5. Exhibitors will be responsible for any drayage charges and for any charges for house equipment or services used for handling an exhibitor's freight.

## **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 Centre for this service order shall remain SeaGate Centre property and shall be removed ONLY by the SeaGate Centre at the close of the show.
5. Only SeaGate 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 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 Centre is not responsible for level fluctuations / circuit failure due to temporary or local electric company conditions.
10. The SeaGate Centre cannot guarantee service prior to show opening for "floor orders".

## **TELEPHONE SPECIFIC**

1. SeaGate Centre is the exclusive provider of land line telecommunications for the SeaGate 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 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.

## **OTHER UTILITIES**

1. Compressed air service requires PSI and CFM information on order form.
2. Natural gas connections do NOT include plumbing labor charges, which are available at prevailing rates.
3. Water service supply is a standard 5/8" garden hose. Exhibitor is responsible for providing specific equipment adapters.



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## Exhibitor Information

### Shipping and Receiving

The SeaGate Centre recognizes the importance of an exhibitor's shipping and receiving schedule. However, our facility does not have dedicated storage space for exhibitor materials whether they are inbound or outbound. Because of this, strict guidelines have been established for exhibitors' freight being received or shipped out.

The SeaGate Centre will receive exhibitor's shipments beginning with the first contracted move-in day of the event. All items arriving early ***will be refused***. Deliveries arriving on the contracted move-in day(s) will be placed inside the main exhibit hall.

All shipments should be labeled with the following information: Show Name, Company Name & Booth Number

#### **Inbound freight for this show will be received on-site beginning:**

\_\_\_\_\_

If you require your shipment to be received earlier or would like to insure its timely delivery, we recommend calling the decorator or general contractor for the show. They will allow you to ship freight directly to them in advance, they will transport it to the SeaGate Centre and unload it to your booth.

**The decorator for this show is \_\_\_\_\_ and their number is \_\_\_\_\_.**

Outbound freight follows the same guidelines as inbound freight. It must be removed from the facility by the end of the scheduled move out of the event. If your shipper (including UPS & FedEx) has not picked up your freight by the end of the scheduled move-out, it will be forced to the decorator or general contractor and they will ship it by the most available means. The exhibitor will then be responsible for all drayage and/or shipping charges.

#### **Outbound freight for this show must be picked up no later than:**

\_\_\_\_\_ *on* \_\_\_\_\_

### Food and Beverage

The SeaGate Convention Centre's in-house caterer has the exclusive rights to all food and beverages inside the facility. 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. This policy also prohibits outside food & beverages such as McDonalds, Pizza Hut and packed lunches from being brought into the facility.

### Helium Balloons & Blimps

Helium balloons are permitted inside the facility; however, there is a minimum \$100 fee for recovery of balloons that have risen to the ceiling. If an exhibitor has handed out balloon(s) to an attendee who later loses the balloon to the ceiling, the exhibitor is still responsible for the recovery fee. Small-motorized helium blimps, are permitted in the building if the Show Manager has given his/her approval. If approved the blimp should stay at least 10' from the ceiling. The same \$100 fee will be charged to the exhibitor if retrieval from the ceiling is required.

### Vehicles

All gasoline powered vehicles (including lawn mowers, tractors, etc.) must arrive with less than 5 gallons of gas in the vehicle's tank, have the battery disconnected and duct tape placed over the vehicle's gas cap. Once the vehicle is inside it cannot be moved (unless pushed) until the show closes each day. The show decorator might have some additional requirements in order to protect their carpet.