



2012 Gas / Water / Drain / Compressed Air Service Order

FAX with complete credit card information or purchase order to **317-262-3419**

OR Mail completed form with check, credit card information, or purchase order to:

Indiana Convention Center & Lucas Oil Stadium– Utility Department

100 S. Capitol Ave. Indianapolis, IN 46225

OR order online at <http://www.icclos.com>

Utility Department
317-262-3467
utilities@icclos.com

PAYMENT MUST ACCOMPANY ORDER

NATURAL GAS with a rating of 900 BTU per cubic ft. at 6" water gauge pressure. One piece of equipment constitutes one hook-up. Manifolds will be charged as multiple hook-ups. Normal service is scheduled show hours.

CONNECTIONS	QTY	Advance	Standard	TOTAL
First – up to 1/2" Max.		\$ 185.00	\$ 296.00	\$
Each add'l conn.		\$ 118.00	\$ 222.00	\$

COMPRESSED AIR 95-100 lbs. PSI 650 Free Air CFM at compressor outlet

First – Up to 1/2" Max.		\$ 222.00	\$ 273.00	\$
Each add'l conn.		\$ 111.00	\$ 148.00	\$

WATER (continuous) Outlet 1/2". Minimum pressure 45 PSI – maximum pressure 60 PSI

First Connection		\$ 162.00	\$ 211.00	\$
Each add'l conn.		\$ 111.00	\$ 148.00	\$

DRAINAGE

First Connection		\$ 106.00	\$ 160.00	\$
Each add'l conn.		\$ 56.00	\$ 89.00	\$

UTILITY SERVICE SUB-TOTAL

\$

RENTAL ITEMS (includes 7% Indiana Sales Tax)

Water Heater		\$ 80.56	\$ 159.60	\$
Sink		\$ 39.90	\$ 55.88	\$

****Repairs, non-standard hook-ups, and/or special placement requires additional charge (1 hour minimum).**

<u>Labor Charge for Requested Placement</u> <u>Location</u> of ANY Connection (per hour)		\$ 87.00 87.00	\$
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**NOTE: For requested placement – attach diagram with location measurements and direction orientation.

One time water tank or other fill-up occasions – contact the Utility Department for pricing (317) 262-3467.

_____ gallons of water \$ _____

TOTAL SERVICE ORDER
(U.S. DOLLARS) \$ _____

Please TYPE or PRINT legibly

Event Name _____

Event Date _____ Booth/Room# _____

Exhibitor Firm Name _____

Exhibitor Contact Name _____

Street Address _____

City/Province _____

State, ZIP, Country _____

Phone No. _____ Fax No. _____

E-MAIL ADDRESS _____

ADVANCE RATES apply only to orders paid in full and payment received 14 days prior to the first event day. Orders received after that time will be at STANDARD RATE – NO EXCEPTIONS. Faxed orders indicating forthcoming payment do NOT reserve the advance rate. Full payment MUST be received before service can be connected. See reverse side for additional information. We accept **AMX, MC, VISA and DISCOVER** only.

Check # _____

Payable to **Capital Improvement Board**. Mail to address at the top of the form. No checks accepted onsite.

A purchase order may be used in lieu of payment. The formal purchase order must accompany the order.
 PO# _____

I authorize the Capital Improvement Board to bill my credit card for the charges listed and any additional charges incurred.

Credit Card # _____

EXPIRATION DATE ____/____/____ SECURITY CODE (_____) (MUST BE VALID ONE MONTH AFTER EVENT)

 AUTHORIZED BY (PRINTED NAME)

 AUTHORIZED BY (SIGNATURE)

IN ORDER TO PROCESS FORM, NAME MUST BE LEGIBLE

Prices effective 1/1/12 – subject to change without notice.

NO REFUNDS AFTER INSTALLATION OF SERVICE.

Cancellations must be received prior to set-up of event to receive refund.

UTILITY RULES AND REGULATIONS

1. **NO SERVICE WILL BE INSTALLED UNTIL FULL PAYMENT IS RECEIVED.**
2. **CONDITIONS FOR PROCESSING SERVICE ORDER FORMS.** Payment in full must accompany the service order form. Date payment is received by the ICCLOS will determine applicable rate. All order form information must be completed in full for order to be processed. Incomplete order forms could result in delayed processing and a possible delay of service installation. Advance orders (received 14 days prior to first scheduled event day) will receive priority installation.
3. **RATES** quoted for all connections cover only the bringing of service to the booth in the most convenient manner as determined by the ICCLOS and DO NOT include connecting equipment to provided services. Special placement or relocation of service will result in a labor charge. Payment IN FULL must be rendered for such services before the close of the event day.
4. **ALL EQUIPMENT MUST CONFORM** to all federal, state and local state fire and safety codes.
5. **UNDER NO CIRCUMSTANCES** will there be sharing of utilities between Exhibitors.
6. **ICCLOS RESERVES THE RIGHT TO INSPECT** and reject any and all connections, equipment and facilities which any customer uses while in the Center/Stadium.
7. **ALL EQUIPMENT** using water must have inlet and outlet properly tagged.
8. **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.
9. **UNDER NO CIRCUMSTANCES** shall anyone other than a "house plumber" make utility connections to any building equipment.
10. **The ICCLOS WILL NOT BE RESPONSIBLE** for moisture or water in the air lines. Exhibitors should supply their own filter or other equipment to handle moisture or water.
11. **SPECIAL EQUIPMENT** requiring company engineers or technicians for assembly, servicing, preparatory work and operation may be executed without a "house plumber," however, all service connections to such equipment must be made by a "house plumber" only.
12. **ALL MATERIAL** and equipment furnished by the Center/Stadium for this service order shall remain the Center/Stadium's property and shall be removed ONLY by the Center/Stadium at the close of the show.
13. **UNLESS OTHERWISE DIRECTED**, ICCLOS plumbers are authorized to cut floor coverings to permit installation of service.
14. **OBSTRUCTIONS:** The Exhibit Hall Utility Floor Plates must remain accessible at **all times!** All Exhibitor equipment, displays, or other types of Exhibitor material are subject to removal or relocation in the event ICCLOS Utility Staff deems necessary to gain access to any part of these utility floor plates for **any** reason during setup or show hours.
15. **UTILITY REQUIREMENTS** crossing aisles will not be installed unless approved by show management.
16. **CONDITIONS FOR PROCESSING SERVICE ORDER FORMS:** Payment in full must accompany the service order form. Date payment is received by the ICCLOS will determine applicable rate. All order forms must be completed in full for order to be processed. Incomplete order forms could result in delayed processing and a possible delay of service installation.
17. **ANY SPECIAL EQUIPMENT OR MATERIALS** that must be purchased in order to complete an assembly, will be charged to the Exhibitor and will remain the property of ICCLOS.
18. **MISCELLANEOUS MATERIALS** will be charged for on site at cost plus 15% plus 7% Indiana Sales Tax.
19. **INDIANA SALES TAX EXEMPTION** number must be noted on order and Indiana General Sales Tax Exemption Certificate on file in order to receive non-tax status.
20. **CLAIMS FOR NON-SERVICE** or damage will not be considered unless filed by Exhibitor **prior** to close of event.
21. **CANCELLATION:** Cancellations must be received prior to set-up of event to receive refund.
22. **REFUNDS:** After installation — NO REFUNDS.
23. **REFUNDS OR CREDITS** in excess of \$15.00 dollars will be made automatically by our Accounting Department by mail. Claims for refunds for less than \$15.00 must be made in writing.
24. **NON-SUFFICIENT FUND CHECKS (NSF):** There will be a service charge of \$30.00 for all NSF checks. NO checks will be accepted from an Exhibitor that has previously submitted a NSF check to us.
25. **FINAL CHARGES (INVOICES) AND REFUNDS OF OVER PAYMENTS** will not be available until 30 days after the close of the event. Credit card receipts or confirmations of orders can be faxed after processing, upon request.