

# Hickory Metro Convention Center

1960 13<sup>th</sup> Ave. Dr. SE ❖ Hickory, NC 28602  
 Phone 828.324.8600 ext. 200 ❖ Fax 828.345.0700 www.hickoryconventions.com

## 2011 Invoice and Order Form for Electric, Telephone and/or Internet Hook-up

Please use this form to order Electric, Telephone and Internet hook-up for your exhibit.

### Electric

	<u>Advance</u> <sup>1</sup>	<u>Regular</u>	<u>Quantity</u>	<u>TOTAL</u>
120v Single Phase (plus labor if necessary) <sup>2</sup>				
0-20 amps	\$69.75	\$114.85		
21-30 amps	\$83.80	\$119.90		
208v Single Phase (plus labor if necessary) <sup>2</sup>				
0-20 amps	\$134.95	\$199.95		
21-30 amps	\$177.95	\$248.55		
31-50 amps	\$243.75	\$366.80		

HMCC use only:

Please contact HMCC for pricing for higher requirements, including 208v 3-phase and 408v 3-phase

**NOTE: EXTENSION CORDS must be at least 16-gauge, grounded, UL listed!**

<sup>1</sup> = HMCC must receive payment & completed form no later than 12 days in advance of exhibitor move-in.

<sup>2</sup> = Labor for electrical work on exhibitor's equipment, including disconnects, repairs, tracing malfunctions and special hook-ups to be charged in one hour increments with a one hour minimum. Charges at current prevailing rate plus material - please call for rates

### Telephone

The cost is \$193.00 per line – includes installation labor, wire, monthly line charge (1 month minimum) and disconnection.

I am ordering \_\_\_\_\_ line(s) at \$193.00 per line for a total of \$\_\_\_\_\_.

**Please note:** Our carrier requires 12-working days advance notice to guarantee installation. Phone lines are **restricted long distance**. You can only make local, collect, calling card, credit card & 1-800 calls (which usually covers a credit card machine).

### Internet

	<u>Advance</u> <sup>2</sup>	<u>Regular</u>	<u>Quantity</u>	<u>Total</u>
Wireless Internet Connection; Up to 256 kbps	No Charge			
Unshared Ethernet Service; One IP Address	\$245.00	N/A <sup>1</sup>		
Shared Ethernet Service; One IP Address	\$750.00	N/A <sup>1</sup>		

<sup>1</sup> = Ethernet Service must be ordered at least 12 working days in advance of the event.

<sup>2</sup> = HMCC must receive payment & completed form no later than 12 days in advance of exhibitor move-in.

**Payment made 12+ days in advance:** Company/personal check, MasterCard, Visa, American Express, certified check, bank check or cash.

**Payment made less than 12 days in advance:** MasterCard, Visa, American Express, certified check, bank check or cash.

**HMCC cannot guarantee service if order form and payment is received less than 12 days in advance of move in.**

HMCC does not invoice for this service. If you need an invoice, please use a copy of this form.

**Please provide the information requested below and mail or fax this order form to the Hickory Metro Convention Center. Make checks payable to: Hickory Metro Convention Center.**

Event: NC Library Biennial Conference      Date(s): October 4-7, 2011      Booth #: \_\_\_\_\_

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

Company Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_ E-mail: \_\_\_\_\_

Please Circle: American Express    MasterCard    Visa    Discover    Check

Name on Card: \_\_\_\_\_

Card No.: \_\_\_\_\_ Exp. Date: Month \_\_\_\_\_ Year \_\_\_\_\_

**TOTAL: \$** \_\_\_\_\_      **Security Code #** \_\_\_\_\_

I authorize **HMCC** to charge the above account as indicated above.

Cardholder \_\_\_\_\_ Date \_\_\_\_\_