

225th Annual Convention of the Diocese of New Jersey

At

**Wildwoods Convention Center
4501 Boardwalk * Wildwood, NJ 08260
(609) 729-9000 * (609) 846-2677 Fax**

2009 Electrical & Water Service Order Form

Name of Exhibition or Show: _____ Booth #: _____
Firm/Booth Name: _____ Show Dates: _____
Address: _____ Phone #: _____
City: _____ State: _____ Zip: _____ Fax #: _____
Ordered by: _____ Signature: _____ Date: _____
(Print or Type)

*PAYMENT: Cash _____ Check No: _____ Visa _____ MasterCard _____ AMEX _____ Discover _____
CARD #: _____ EXP DATE: _____ SEC CODE: _____
CARDHOLDER NAME: _____ SIGNATURE: _____

*Signature of requesting party on order form indicates acceptance of terms and conditions on reverse side.

Checks are to be made payable to: **Diocese of New Jersey; Please send completed form with check to:
Mary Ann Rhoads, Diocese of New Jersey, 808 West State St., Trenton, NJ 08618
609 394-5281 Fax 609 394-8015**

PAYMENT NOTICE: Preorder rates apply only to orders paid in full and received ten (10) days prior to the first scheduled move in day.

ON-SITE RATES must be paid at the time of move-in for all other orders. NO EXCEPTIONS.

ALL ORDERS MUST BE PAID IN FULL BEFORE SERVICES ARE RENDERED.

ALL ORDERS MUST BE MAILED, FAXED OR PLACED ON SITE. NO TELEPHONE ORDERS WILL BE ACCEPTED.

ELECTRICAL SERVICE

Standard Power: Service will be brought to the booth in the most convenient manner.

QUANTITY: ONE SINGLE OUTLET	PRE-ORDER RATE	ON-SITE RATE	TOTALS
_____ 120 Volts Up To 500 Watts (20 Amps)	\$35.00	\$50.00	\$ _____
_____ 120 Volts Up To 1000 Watts (20 Amps)	\$40.00	\$55.00	\$ _____
_____ 120 Volts Up To 1500 Watts (20 Amps)	\$45.00	\$60.00	\$ _____
_____ 120 Volts Up To 2200 Watts (20 Amps)	\$50.00	\$65.00	\$ _____

Rental items listed below do not include electrical services. Exhibitor must order electrical services to utilize rental service.

Limited Availability.

QUANTITY	PRE-ORDER RATE	ON-SITE RATE	TOTALS
_____ Extension Cord	\$10.00	\$10.00	\$ _____
_____ Power Strips	\$10.00	\$10.00	\$ _____

SPECIAL ELECTRICAL SERVICE*

208 Volts – SINGLE PHASE – per single connection

QUANTITY	Amps	Pre-Order Rate	On-Site Rate	TOTALS
_____	20	\$ 65.00	\$ 80.00	_____
_____	30	\$ 70.00	\$ 85.00	_____
_____	40	\$ 75.00	\$ 90.00	_____
_____	50	\$ 80.00	\$ 95.00	_____
_____	60	\$ 85.00	\$100.00	_____

208 Volts – THREE PHASE – per single connection

QUANTITY	Amps	Pre-Order Rate	On-Site Rate	TOTALS
_____	20	\$ 90.00	\$105.00	_____
_____	30	\$ 95.00	\$110.00	_____
_____	40	\$ 100.00	\$115.00	_____
_____	50	\$ 105.00	\$120.00	_____
_____	60	\$ 110.00	\$125.00	_____

* For special service, please indicate plug configuration listed on next page.

WATER SERVICE

Water Service:	Advance Fee	Floor Order Fee	QTY	TOTAL
Not Available in Meeting Rooms or Ballroom.	\$50.00	\$55.00	_____	_____

All services that have not been properly ordered for their equipment requirements will incur additional charges at the floor rate to accommodate their equipment. All orders must be paid in full prior to the opening of the first day of the show.

See Reverse For Conditions & Regulations. Rates Effective Until 12/31/09 Grand Total Due _____

PAYMENT NOTICE:

PRE-ORDER RATES apply only to orders received and paid in full ten (10) days prior to the first move-in day of show.

ON-SITE RATES must be paid at move-in for all other orders. NO EXCEPTIONS.

ALL ORDERS MUST BE PAID IN FULL PRIOR TO THE OPENING OF THE FIRST DAY OF THE SHOW.

WE ACCEPT CASH, CHECKS, MONEY ORDERS, VISA, MASTERCARD, AMEX & DISCOVER CARDS.

All terms, conditions and rates on this form are subject to change at anytime without notice.

CONDITIONS FOR PROCESSING SERVICES ORDER FORMS:

1. Payment in full must accompany service form to be considered.
2. All order form information must be completed in full for order to be processed. Incomplete forms could result in processing delay that may result in floor rate or slow service installation.
3. No service will be installed until full payment is received.
4. Cancellations:
Refunds will be computed as follows:
 - A written request for refund must be received a minimum of ten (10) days prior to first move-in day of show.
 - Refunds will be forwarded by mail or credited after being processed by proper departments.
 - NO REFUNDS AFTER INSTALLATION
5. All returned checks will incur a \$30 Returned Check Fee.

ANY DISCREPANCIES OR DEVIATIONS FROM THE ORIGINAL ORDER MUST BE BROUGHT TO THE ATTENTION OF THE WILDWOODS CONVENTION CENTER EVENT MANAGER PRIOR TO THE OPENING OF THE FIRST DAY OF THE SHOW! ALL CHANGES TO THE ORIGINAL ORDER MAY DELAY THE INSTALLATION OF SAID ORDER.

ELECTRICAL SERVICE CONDITIONS

1. Rates quoted cover delivery of service to the back of the booth and do not include connecting your equipment.
2. Tagging of equipment for proper voltage, phase, connection, etc. is exhibitor's responsibility.
3. Exhibitors using electronic equipment should supply surge protectors for their equipment (there is no surge protection on electrical drops.)
4. The Wildwoods Convention Center is not responsible for voltage or frequency variances.
5. Any changes in location after initial installation will reflect a new order change.
6. Wall, column and permanent building utility outlets are not part of booth space and are not to be used by exhibitors unless paid for and installed by Wildwood Convention Center engineer.
7. All equipment, regardless of source of power, must comply with all Federal, state and local building and safety codes.
8. All service connections and overload protection to such equipment must be made by the Wildwoods Convention Center Engineering staff only.
9. All appropriate exhibitor's extension cords must be of the three-wire grounded type; residential type extension cords and power strips cords are prohibited by local building and safety codes.
10. All exposed non-current carrying metal parts of fixed equipment that are liable to be energized must be grounded.

THE PARTIES AGREE THAT THE IMPLIED WARRANTIES OF MERCHANTABILITY AND THE FITNESS FOR A PARTICULAR PURPOSE AND ALL OTHER WARRANTIES, EXPRESSED OR IMPLIED, ARE EXCLUDED FROM THIS AGREEMENT. SMG AND THE WILDWOODS CONVENTION CENTER DO NOT ASSUME ANY LIABILITY FOR DAMAGES OF ANY TYPE WHATSOEVER OR LOSS OF ANTICIPATORY PROFITS RESULTING FROM THE USE OF EQUIPMENT OR SERVICES OR DELIVERY OR INSTALLATION, OR DAMAGER OF ANY SORT WHATSOEVER TO USER'S GOODS OR EQUIPMENT ARISING FROM ANY CAUSE WHATSOEVER.

