

# Ancillary Services

## Service Providers and Order Forms

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The following services are provided by 3rd Party Contractors. Please submit your order forms directly to the provider using the fax numbers on the forms.



ONLINE Ordering Instructions: Go to <http://www.savtcc.com/>

**\*\*Link works best in Google Chrome\*\***

Follow the instructions below:

1. Click the green tab at the top of the screen that says **EXHIBITORS**
2. Scroll down until you see **Order Service**, with 3 Steps listed—below step 3 there is a link that says ***“Click here to get started!”*** –Click it!
3. Select the event to begin the online ordering process.
4. Create an account

Once at the **List of Services**:

1. Find and select the service(s) needed
2. Add to cart
3. Proceed to Checkout

PLEASE NOTE: if the booth number is not yet known enter '000' (do not leave the question blank)

If you require additional assistance with the ordering process please do not hesitate to contact 912-447-4069.

Thank you!



1 International Drive, Savannah, GA 31421 Phone: (912) 447-4710

**ELECTRICAL & UTILITY SERVICES ORDER FORM**

Customer or Firm Name: _____	Event Date(s): _____	<b>Booth</b> <div style="border: 1px solid black; width: 40px; height: 40px; margin: 0 auto;"></div>
Mailing Address: _____	Event/Show Name: _____	
City, State, Postal: _____	Phone: _____	
Authorized Contact Name: _____	Fax: _____	
Authorized Signature: _____	Email Address: _____	

**Online/Advance Rates are only available by ordering online at [WWW.SAVTCC.COM](http://WWW.SAVTCC.COM) Online/Advance Rate expires 5 days prior to show opening.**

See terms and conditions on reverse page for additional information to receive online/advance rates.

Qty	120 VAC	NEMA #	Floor Rate	Total
	10 amp (up to 1000w)		\$120.00	\$
	20 amp (up to 2000w)		\$160.00	\$
<b>208V 1Phase</b>				
	20 amp		\$350.00	\$
	30 amp		\$525.00	\$
	60 amp		\$900.00	\$
	100 amp		\$1,000.0	
<b>208V 3 Phase</b>				
	30 amp		\$750.00	\$
	60 amp		\$1,300.00	\$
	100 amp (cams or tails)		\$2,000.00	
<b>Other (Please Specify)</b>				
				\$
<b>Call for prices and availability of services not listed</b>			<b>Subtotal</b>	\$
			<b>Total</b>	\$

Qty	ADDITIONAL SERVICES	Floor Rate	Total
	Extension Cord	\$20.00	\$
	Power Strip	\$20.00	
	Fire Extinguisher	\$75.00	
	<b>Water:</b> fill & drain service per 500 gal (std hose bibb connection)	\$200.00	\$
	<b>***Note: A pump is NOT provided by the Center for drainage after show.***</b>		
	<b>**A labor charge will be incurred if the Center provides a pump for after show drainage!**</b>		
	<b>Compressed Air:</b> (1/4" & 1/2" quick-connect)	\$300.00	\$
			<b>Subtotal</b>
			<b>Tax (7%)</b>
			<b>Total</b>

Qty	LABOR (one hr. minimum) One hr. minimum labor required to direct wire (wire/hard) appliances	Rate	Total
	Standard	\$47.50	\$
	Overtime	\$68.75	\$
Other labor (standby, perform required disconnects, etc. after hours/holidays) will incur premium charges: see Event Manager for details.			<b>Subtotal</b>
<b>TOTAL FOR ALL SERVICES</b>			\$

**Payment Information**

Please send this completed form with payment (check, AmEx, Mastercard or Visa) to the above address. Make checks payable to: Savannah International Trade & Convention Center.

Credit Card #: \_\_\_\_\_ Exp: \_\_\_\_\_

Billing Address: \_\_\_\_\_

Zip: \_\_\_\_\_ Print Name \_\_\_\_\_

Signature: \_\_\_\_\_

**For questions or assistance with placing your online order, please call 912-447-4069**

# ELECTRICAL & OTHER SERVICES

## GENERAL TERMS AND CONDITIONS

1. Full payment must be rendered prior to service delivery. Refunds are processed within 5 business days of cancellation.
2. Online/Advance orders must be received at least 5 days prior to the scheduled show opening date to receive discount.
3. Credit will not be given for service which has been ordered and installed, but not used.
4. Notice of cancellation must be received at least two business days prior to show opening to be eligible for refund.
5. All material and equipment furnished by Savannah International Trade and Convention Center pursuant to this Service Order remain Center property and must be returned at close of the event.
6. Prices cover service delivery to the booth/space in the most convenient manner, and do not include connecting equipment or special wiring. Special services, such as placing cords or relocating service will be subject to labor charge/fee.
7. Service outlet size will be determined by the volume required.
8. Wall, columns, and permanent building utility outlets are subject to the same pricing and installation requirements.
9. Claims will not be considered unless filed by the exhibitor prior to close of show.
10. All equipment to be connected by Center must comply with federal, state and/or local codes.
11. Only Center technicians are permitted to make service connections.
12. Electrical devices and equipment must be properly tagged with information as to current type, voltage, phase, horsepower, NEMA configuration etc. Equipment using water must have inlet(s) and outlet(s) properly tagged.
13. Please include NEMA plug configuration / Booth Diagram, where applicable. Labor Rates may apply.
14. Exhibitor-provided extension cords must be UL-approved 3-wire, grounded type. All exposed non-current carrying metal parts of fixed equipment which are liable to be energized must be grounded.
15. A separate connection fee will be paid for each piece of equipment or device using connected services, whether connected direct or otherwise.
16. Listed compressed air and water service pressures are nominal and may vary. If compressed air and/or water service pressure are critical, Center recommends the exhibitor arrange for installation of a pressure regulator valve. **Please note that compressed air and water service is limited to selected areas in the Exhibit Hall only.**
17. With all water services provided by the Center, the exhibitor is responsible for providing a pump to properly drain water in a designated area approved by the Center.
18. Unless otherwise noted, Center electricians will not cut floor coverings to permit service installation.
19. Center will not be responsible for presence of water or condensates in compressed air lines or service equipment.
20. Overhead Electrical Service: Must be ordered 5 days in advance and will incur 50% surcharge.
21. When 24-hour service is NOT required, exhibitor is expected to turn in equipment off at the end of the day.



1 International Drive, Savannah, GA 31421 Phone: (912) 447-4710

**BOOTH CLEANING ORDER FORM**

Customer or Firm Name: _____	Event Date(s): _____	<b>Booth #</b> <div style="border: 1px solid black; width: 30px; height: 30px; margin: 0 auto;"></div>
Mailing Address: _____	Event/Show Name: _____	
City, State, Postal: _____	_____	
Authorized Contact Name: _____	Phone: _____	
Authorized Signature: _____	Fax: _____	
Email Address: _____		

Online/Advance Rates are only available by ordering online at [WWW.SAVTCC.COM](http://WWW.SAVTCC.COM)

Online/Advance Rate expires 5 days prior to show opening.

See terms and conditions on reverse page for additional information to receive online/advance rates.

	Date	Start Time	End Time	Total Hours	# of days	Square Feet	Per Square Foot		
							Floor Rate	Total	
One Time Pre - Show Vacuum							\$0.30	\$	
Daily Vacuum & Trash Removal							\$0.25	\$	
								<b>Total</b>	<b>\$</b>

**Taxes do not apply for Labor services.**

**Notes: All cleaning services are provided exclusively by Center.**

**Payment Information**

Please send this completed form with payment (check, AmEx, Mastercard or Visa) to the above address. Make checks payable to: Savannah International Trade & Convention Center.

Credit Card #: \_\_\_\_\_ Exp: \_\_\_\_\_

Billing Address: \_\_\_\_\_

Zip: \_\_\_\_\_ Print Name \_\_\_\_\_

Signature: \_\_\_\_\_

**For questions or assistance with placing your online order, please call 912-447-4069**

**BOOTH CLEANING SERVICES  
GENERAL TERMS AND CONDITIONS**

1. Full payment must be rendered prior to service delivery. Refunds are processed within 5 business days of cancellation.
2. Online Advance orders must be received at least 5 days prior to the scheduled show opening date to receive discount.
3. Online rate service orders and requests for refunds must be received at least five days prior to the scheduled event opening date.
4. Credit will not be given for service which has been ordered and rendered.
5. All material and equipment furnished by Savannah International Trade and Convention Center for this service order remain property of Center and shall be removed only by Center staff at close of the event.
6. Claims will not be considered unless filed by customer prior to close of event.
7. Prices for service are based upon current rates and are subject to change without notice.
8. All equipment to be connected by Center staff must comply with federal, state and local safety codes.
9. Customer will use Center equipment in a careful and proper manner and in accordance with manuals or instructions provided by Center or manufacturer/supplier. Customer shall not make any alteration, attachment or addition to Center equipment.
10. Customer shall be liable for any loss or damage to the Equipment arising from Customer's act or negligence, modification, misuse or other cause within customer's reasonable control. In the event of any loss or damage to the equipment for which customer is liable, Customer shall reimburse Center for reasonable costs of repair or replacement.
11. This agreement and any attached supplement(s) constitute the entire agreement between the parties hereto and supersede any and all prior oral or written discussion or agreement. This Agreement may be amended only by a written agreement executed by both parties.
12. The Agreement shall be construed under the laws of Chatham County and the State of Georgia.

# EXHIBITOR ORDER FORM

EVENT

DATE



## SAVANNAH CONVENTION CENTER

Video Equipment	Qty	DAILY RATE		Days Used	Total	Customer Information	
		advanced	regular			Firm Name:	Address:
27" Curved LED Monitor		\$215.00	\$315.00			City:	
32" LED Monitor		\$265.00	\$350.00			State:	Zip:
42" LED Monitor		\$525.00	\$625.00			Ordered By:	
50" LED Monitor		\$725.00	\$825.00			Telephone #:	
55" LED Monitor		\$725.00	\$825.00			EMAIL:	
65" LED Monitor		\$865.00	\$965.00			Today's Date:	
75" LED Monitor		\$1,140.00	\$1,240.00				
HDMI Cable		\$32.00	\$42.00				
Floor Stand for Monitors Above		\$80.00	\$150.00				
Audio Equipment	Qty	DAILY RATE		Days Used	Total	Ordering Instructions	
		advanced	regular			⇒ CALCULATIONS:	⇒ TAX EXEMPT STATUS:
Wired Microphone: Handheld		\$70.00	\$90.00			The total charge per item is determined by multiplying the quantity by the daily rate by the number of days to be used.	
Wireless Microphone: Handheld or Lavalier		\$220.00	\$320.00			⇒ ADVANCED RATE PRICING: To guarantee equipment availability & advanced rate pricing, this order should reach us 14 days prior to delivery.	
Wireless Microphone Headset (Countryman)		\$90.00	\$120.00			⇒ CANCELLATIONS: All cancellations must be received in writing, 48 hours prior to proposed delivery date/time.	
Powered Speaker with stand		\$152.00	\$210.00				
Computer Equipment	Qty	DAILY RATE		Days Used	Total		
		advanced	regular				
Windows Laptop		\$250.00	\$350.00				
Black and White Laser Printer		\$190.00	\$250.00				
Color Laser Printer		\$425.00	\$525.00				
Mac Adapters		\$32.00	\$42.00				

**RIGGING SERVICES SUBMIT TO:** [www.psav.com/riggingform/](http://www.psav.com/riggingform/) **100 lbs OR GREATER and MOTORS**

Rental Totals	PAYMENT IS DUE WHEN ORDER IS PLACED		Delivery Information	
EQUIPMENT TOTAL	1		On-Site Contact:	
DELIVERY/SETUP/PICKUP (21% of line 1)	2		Booth #:	
SUBTOTAL	3		Delivery Date:	Time:
SALES TAX (7% of line 3)	4		Pickup Date:	Time:
TOTAL DUE	5		Component #:	Job #:

Method of Payment	PLEASE CHECK ONE	Return for Processing
Card Number: _____ Exp Date ____ / ____	American Express <input type="checkbox"/>	<b>Contact: Cameron Smith</b> <b>Director of Event Technology</b> <b>Direct: 912-447-4085</b> <b>Fax: 855-815-5217</b> <a href="mailto:casmith@psav.com">casmith@psav.com</a> Pricing valid through Dec 31, 2020
Cardholder's Name (as appears on card): _____ Zip Code: _____	Visa <input type="checkbox"/>	
Cardholders Signature: _____	MasterCard <input type="checkbox"/>	
	Check <input type="checkbox"/>	

Event Name: \_\_\_\_\_ Booth# / Location: \_\_\_\_\_  
 Company Name: \_\_\_\_\_ Event Date(s): \_\_\_\_\_  
 Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_ Telephone #: \_\_\_\_\_ Email Address: \_\_\_\_\_

**PAYMENT MUST ACCOMPANY ORDER** (Please make checks payable to SITCC. Note: We cannot accept checks from foreign banks nor can we accept cash.)

- Check Enclosed    Visa    Mastercard    American Express

**Cardholder Billing Address Required for Credit Card Payments.**

Please check here if billing address is the same as the company address above.

Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
 Credit Card Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_ Security Code: \_\_\_\_\_

I HAVE READ AND AGREE TO ALL TERMS AND CONDITIONS OF THIS ORDER. PLEASE SEE BACK PAGE FOR COMPLETE TERMS & CONDITIONS.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Name as it appears on credit card: \_\_\_\_\_

**Incentive Rates Apply to Orders Received (with payment) 5 Calendar Days PRIOR to First Open Show Date.**

TELECOMMUNICATIONS SERVICES	BASE RATES	DEPOSIT	QUANTITY	TOTAL
Switched Telephone Line (Must dial 9 for an outside line)	\$ 215			
Multi-Line Handset Rental	\$ 60			
Polycom Conference Phone	\$ 180			

\* must order 30 days in advance

Please total services at the bottom of this order form.

**Please choose level of phone service below. Note: LOCAL Dialing will be provided unless specified.**

- LOCAL Dialing: Allows ONLY Local, Credit Card (0+) dialing, and Toll Free Calls  
 LONG DISTANCE Dialing: Allows Local, Direct Dial Long Distance (1+area code), Credit Card (0+) dialing and Toll Free Calls  
 INTERNATIONAL Dialing: Includes Standard Dialing options plus International (011+) Dialing

**A credit card must be supplied with this order for long distance service to be provided. Long Distance charges will be billed within 30 days of move-out and charged to your credit card.**

DAILY INTERNET RATES	QTY	DAYS	X	RATE	=	TOTAL
Wired Connection (Dynamic IP Address)			x	\$ 275.00	=	
Wireless Connection (Dynamic IP Address)			x	\$ 50.00	=	

INTERNET RATES FOR ALL EVENT DAYS	QTY	X	RATE	=	TOTAL
Wired Connection Event Rate (Dynamic IP Address)		x	\$ 650.00	=	
Wireless Connection Event Rate (Dynamic IP Address)		x	\$ 125.00	=	

**Dedicated bandwidth options are available for high bandwidth applications such as webcasting, streaming media, etc. Please call 912-447-4022 for pricing and to discuss your requirements.**

Please note: Each device connected to the SITCC Show Network must have an approved SITCC IP Address. The use of any DHCP, NAT, or PAT technologies must have prior approval of the SITCC Services Department. **Any unapproved proxy servers, firewalls, wireless access points or routers will be subject to service disconnection.** If you have special networking needs, please contact a customer service representative at 912-447-4022.

SITCC will provide 10/100 Base-T switched Ethernet connections with an RJ-45 connector. Any computers to be used on the SITCC Show Network must be equipped with a Network Interface Card (NIC) and the appropriate drivers.

**Subtotal (Telecommunications + Internet Services):**

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**Total:**

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**Please attach a scaled drawing showing service locations with reference to adjacent aisle numbers or booths. If not received, SITCC will place services in the center of the booth. Requests to change location of services will be subject to a \$150.00 Relocation Charge.**