RICHMOND RACEWAY COMPLEX
600 EAST LABURNUM AVENUE
RICHMOND, VA 23222

Richmond Raceway Complex
2014 Electrical Service Order Form

Event Name_____
Exhibitor or Company Name_____ **Booth#**_____
Company Address_____
Contact Name_____ On Site Contact Number_____
Signature_____Date_____
(**Must include signature before we will process order**)

IN ORDER TO SECURE ADVANCE PRICE, PAYMENT MUST ACCOMPANY ORDER

NO LATER THAN TEN (10) DAYS PRIOR TO FIRST EXHIBITOR MOVE-IN DATE.

PAYMENT MUST BE MADE BEFORE RECEIPT OF SERVICE.

ELECTRICAL SERVICES	ADVANCE	WITHIN 10 DAYS	QUANTITY	TOTAL
115V Single Phase 0-20 Amps	$35.00	$70.00	_____	_____

*ANY SINGLE LOAD OVER 30 AMPS WILL REQUIRE AN ADDITIONAL 115V DROP.

*Call for pricing for special hook-ups and higher power needs.
*Disconnects will be charged labor in one hour increments subject to a one-hour minimum charge plus costs shown above.
*Electrical labor rate is $75.00. Special service request must be paid before install.

IMPORTANT CONDITIONS AND REGULATIONS

1. ADVANCE orders will be installed prior to or during set-up. All other orders will be handled on a first come first served basis. Payment must be received before service in all cases. Richmond Raceway Complex reserves the right to disconnect any service from a booth for lack of payment. NO EXCEPTIONS.
2. Wall column and permanent building outlets are not part of booth space. All electrical service hook-ups must be ordered. ONLY house electricians are permitted to make hard wired connections.
3. All equipment and displays, regardless of power source, must comply with all federal, state, and local safety codes.
4. All exhibitors' extension cords must be of the heavy-duty 3-wire grounded type UL approved. All exposed non current carrying metal parts of fixed equipment which are liable to be energized must be grounded. All spotlights and electrical cords must be UL approved. Richmond Raceway Complex reserves the right to remove items that it deems unsafe or zone hazardous.
5. Special equipment requiring company engineers or technicians for assembly, servicing, preparatory work, and operation may be executed without house electrician. However, house electrician must make all service connections and overload protection to such equipment. Special services paid upon receipt of invoice.
6. All equipment must be properly tagged and wired with complete information as to type of current, voltage, phase, cycle, horsepower, etc.
7. Materials and equipment furnished by Richmond Raceway Complex for service orders, and not purchased by the exhibitor, remain the property of Richmond Raceway Complex and are removed ONLY by house electrician.
8. RATES QUOTED FOR ALL CONNECTIONS COVER ONLY THE BRINGING OF SERVICE TO THE BOOTH IN THE MOST CONVENIENT MANNER AND DO NOT INCLUDE SPECIAL WIRING OR CONNECTIONS.
9. Exhibitor is held responsible for replacement cost of missing extension cord. Richmond Raceway Complex will assign an extension cord imprinted with a number and "Property of RIR".

MAIL COMPLETED FORM WITH PAYMENT TO:

Richmond Raceway Complex
Attention: Pepper Wilson
600 East Laburnum Ave
Richmond, VA 23222

OR FAX TO:

Richmond Raceway Complex
Attention: Pepper Wilson
Fax: 804-228-7526

*If you wish to pay by credit card, you must complete the Credit Card Payment Authorization form.

(Updated 11/2013) – Prices are subject to change