



RICHMOND RACEWAY COMPLEX  
 600 EAST LABURNUM AVENUE  
 RICHMOND, VA 23222

## Richmond Raceway Complex Electrical Service Order Form

Event Name _____	Booth # _____
Exhibitor or Company Name _____	
Company Address _____	
Company Telephone _____	Contact Name _____
Signature _____	Date _____
<b>(Must include signature before we will process order)</b>	

**IN ORDER TO SECURE ADVANCE PRICE, PAYMENT MUST ACCOMPANY ORDER NO LATER THAN TEN (10) DAYS PRIOR TO FIRST EXHIBITOR MOVE-IN DATE. ALL OTHER ORDERS WILL BE CHARGED "AT SHOW" PRICES. PAYMENT MUST BE MADE BEFORE RECEIPT OF SERVICE.**

<u><b>ELECTRICAL SERVICES</b></u>	<u><b>ADVANCE</b></u>	<u><b>WITHIN 10 DAYS</b></u>	<u><b>QUANTITY</b></u>	<u><b>TOTAL</b></u>
<b>115V Single Phase</b>				
0-20 Amps	\$ 35.00	\$ 70.00	_____	_____

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

\*Special hook-ups and disconnects will be charged labor in one hour increments (one hour minimum charge) plus costs shown above. Hourly rate is \$75.00. Special services paid upon receipt of invoice.

**IMPORTANT CONDITIONS AND REGULATIONS**

1. ADVANCE orders will be installed prior to or during set-up. AT SHOW orders will be handled on a first come first served basis. Payment must be received before service in all cases. Richmond International Raceway 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 International Raceway 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 International Raceway for service orders, and not purchased by the exhibitor, remain the property of Richmond International Raceway 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.

MAIL COMPLETED FORM WITH PAYMENT TO:  If you wish to pay by credit card, please complete the  Credit Card Authorization form.	<b>Richmond International Raceway</b> Attention: Complex Operations Dept. P. O. Box 9257 Richmond, VA 23227  <a href="mailto:pwilson@rir.com">pwilson@rir.com</a> <b>Direct:</b> 804-228-7512 <b>Fax:</b> 804-228-7526
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