



**Electrical Service Order Form**

Event Name _____	
Exhibitor or Company Name _____	Booth# _____
Company Address _____	
Contact Name _____	On Site Contact Number _____
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.  
 PAYMENT MUST BE MADE BEFORE RECEIPT OF SERVICE.**

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

\*Call for pricing for special hook-ups and higher power needs. Any single load over 30 amps will require an additional 115V drops.

IMPORTANT CONDITIONS AND REGULATIONS

1. **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”.**
2. 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.**
3. 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.
4. All equipment and displays, regardless of power source, must comply with all federal, state, and local safety codes.
5. 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.
6. 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.
7. All equipment must be properly tagged and wired with complete information as to type of current, voltage, phase, cycle, horsepower, etc.
8. 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.
9. **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, EMAIL OR FAX COMPLETED FORM WITH PAYMENT TO:**

Richmond Raceway Complex  
 Attention: Laura Ivey  
 600 East Laburnum Ave  
 Richmond, VA 23222  
 Phone: 804-228-7512 Fax: 804-228-7526  
 Email: [events@richmondraceway.com](mailto:events@richmondraceway.com)

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