

PLUMBING ORDER FORM

EVENT INFORMATION			
Event Name:		Installation Date:	
Booth Number / Room:		Removal Date:	

CUSTOMER / BILLING INFORMATION			
Name:		Onsite contact name:	
Company name:		Onsite contact cell:	
Billing contact name:		Onsite contact email:	
Billing address:		City / State / Zip:	

BILL TO ACCOUNT AUTHORIZATION	
<i>By signing below, I authorize the Hawai'i Convention Center to charge all services ordered to my master account.</i>	
Print Name:	
Authorized Signature:	
Date:	

PAYMENT INFORMATION			
Cash/Check/Money Order:	<input type="checkbox"/> Cash <input type="checkbox"/> Company Check (Payable to "AEG Management HCC, LLC") <input type="checkbox"/> Money Order		
Credit card type:	<input type="checkbox"/> Visa <input type="checkbox"/> Mastercard <input type="checkbox"/> American Express <input type="checkbox"/> Discover <input type="checkbox"/> Diners Club <input type="checkbox"/> JCB		
Credit card number:	Exp. Date:	CVV:	
Cardholder name:			
<i>By signing below, I authorize the Hawai'i Convention Center to charge all services ordered to my credit card plus a 4% administrative fee.</i>			
Cardholder signature:			
Date:			
ADVANCE ORDERS MUST BE RECEIVED NO LATER THAN 15 DAYS PRIOR TO FIRST SCHEDULED MOVE-IN DAY. PLEASE REFER TO PAGE 2 FOR TERMS AND CONDITIONS. WATER AND COMPRESSED AIR SERVICES ARE LIMITED TO EXHIBIT HALLS ONLY.			

QTY	SERVICE	Location (attach floorplan)	ADVANCE <small>order received > 15 days prior to drop date</small>	STANDARD <small>order received < 15 days prior to drop date</small>	Amount due
	Compressed Air – Single Outlet Specify size: <input type="checkbox"/> 1/4" <input type="checkbox"/> 3/8" <input type="checkbox"/> 1/2"	(20-100 lbs PSI) Fill in (CFM):	\$425.00	\$600.00	\$
	Compressed Air – Additional branch outlets Specify size: <input type="checkbox"/> 1/4" <input type="checkbox"/> 3/8" <input type="checkbox"/> 1/2"	(20-100 lbs PSI) Fill in (CFM):	\$135.00	\$185.00	\$
	Water – Single Outlet Specify size: <input type="checkbox"/> 1/4" <input type="checkbox"/> 3/8" <input type="checkbox"/> 1/2" <input type="checkbox"/> 3/4"	(40 PSI) Fill in (CFM):	\$390.00	\$540.00	\$
	Water – Additional branch outlets Specify size: <input type="checkbox"/> 1/4" <input type="checkbox"/> 3/8" <input type="checkbox"/> 1/2" <input type="checkbox"/> 3/4"	(40 PSI) Fill in (CFM):	\$135.00	\$185.00	\$
	Tank fill and drain – 20 to 500 gallons		\$175.00	\$205.00	\$
	Each additional tank fill and drain		\$60.00	\$70.00	\$
	Drain – Single Outlet Specify Size: <input type="checkbox"/> 1-1/2" <input type="checkbox"/> 2"		\$425.00	\$600.00	\$
	Drain – Additional drain connections (each)		\$170.00	\$225.00	\$
	Sink with cold water and drain		\$650.00	\$795.00	\$
	Specialty gas (non-flammable)		Call for quote	Call for quote	\$
	Water Heater – 4 gallon		\$500.00	\$650.00	\$
Total Amount Due:					\$

Normal installation hours provided daily from 8:00 am - 5:00 pm. Orders requiring installation before 8:00 am or after 5:00 pm are subject to additional labor charges. Additional labor required for onsite changes or additions will be provided at a rate of \$75.00 per hour. Labor is calculated in 1 hour increments. Minimum charge is 1 hour. Orders requiring 24 hour service, please add 25% per outlet. Check here if this order requires special conditions or materials or if you will require 24 hour service.

Please fax completed form to: (808) 943-3599. For inquiries, please email the HCC Engineering Manager at Plumbing@hccaeg.com.

Please itemize the equipment you are planning to bring:

Item	Brand	Model	Type	Use

TERMS AND CONDITIONS – PLUMBING ORDERS

1. **Prices are subject to change without notice.**
 - a. All charges associated with this plumbing request will be billed to your master account or credit card.
 - b. Order form must be received fifteen (15) days prior to the first scheduled move-in day to qualify for Advanced Rates.
2. Booth Number(s) must be identified on form.
3. Desired location of plumbing service in booth must be designated. For large booths, attach floor plan.
4. If third party billing is required, service contract must include company name c/o display house name. Display house address and contact name must be indicated on service contract. Payment policy will apply.
5. Credit will not be given for connections ordered or installed and not used. Services cancelled prior to installation will be subject to cancellation fees.
6. Unpaid balances are subject to past due penalties.
7. **Water and compressed air services are limited to the Exhibit Halls only.**
8. HCC plumbing labor is available for other plumbing work and repairs on a time and material basis. See labor rates on front of form.
9. If you need plumbing service and your booth is not in one of the exhibit halls, please call HCC first. Plumbing services outside of those areas is extremely limited.
10. HCC can provide specialty bottled gas. This will include supply, delivery, storage and hook-up to equipment. Call first for price quotation. Order and payment must be received 30 days prior to show opening.
11. If your equipment has strict tolerances for water or air temperature, pressure or cleanliness, then you must consider bringing your own regulating devices and filters. HCC's utility operating ranges are not as precise as a specialized facility.
12. Compressed air and water for booths is normally turned on one hour before show opening and off at show close.
13. If you have any questions regarding plumbing services, call (808) 943-3518.

IMPORTANT BUILDING REGULATIONS

1. Only HCC plumbers shall make service connections. Special equipment requiring company engineers or technicians for assembly, servicing, preparatory work and operation may be executed without "house personnel".
2. All plumbing material and equipment furnished by HCC for this service shall remain HCC property and shall be removed by the HCC at the close of the show.
3. Permanent building utility outlets are not part of booth space and are not to be used by exhibitors.
4. All equipment using water must have inlet and outlet properly tagged.
5. Unless otherwise directed, HCC personnel are authorized to cut floor coverings to permit installation of service.
6. Service outlet size will be determined by the volume required.
7. Gratuities are not permitted.