



COMPRESSED AIR, WATER, DRAIN & NATURAL GAS SERVICE ORDER FORM

Event Contract # _____
(office use only)

Mail to : SMG managed Albuquerque Convention Center
Attention: Electrical/Finance Division
401 2nd Street NW
Albuquerque, NM 87102
eorders@albuquerquecc.com
Phone: (505) 573-0758 Fax: (866)434-5427



Private Management for Public Facilities

Quantity	Description	5 day Advance Rate	Floor Rate	Amount
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COMPRESSED AIR CONNECTION (up to 100 psi) up to 1/2" service outlet

Compressed Air Availability is Minimal in West Complex

	Initial Service Connection	\$ 186.00	\$ 234.00	
	Each Additional Service Connection	\$ 109.50	\$ 138.00	

WATER CONNECTIONS (supplied at City pressure) up to 1/2" service outlet

	Initial Service Connection	\$ 174.00	\$ 222.00	
	Each Additional Service Connection	\$ 90.00	\$ 120.00	

FILL & DRAIN

	Fill & Drain 1 to 100 gallons	\$ 90.00	\$ 120.00	
	Fill & Drain 101 to 250 gallons	\$ 182.50	\$ 228.00	
	Fill & Drain 251 to 500 gallons	\$ 360.00	\$ 450.00	
	Location of Drain _____			

GAS CONNECTION* (normal utility pressure) 1/2" service outlet (service limited)

	Initial Usage Fee	\$ 228.00	\$ 276.00	
	Each Additional Service Connection	\$ 102.00	\$ 132.00	

CUSTOM SETUP

	On Floor Technician	\$ 48.00		
	Evening/Weekends/Holiday	\$ 72.00		

Custom setups, other than those listed above, are billed in 1/2 hour increments. Material for custom setup may be supplied by exhibitor or purchased from the facility. Exhibitor supplied gas lines (hose) must meet UL standard 21 and facility standards. Payment is due in advance.

*3/4" gas service available via custom setup.

Total				
Tax 7.5%				
Total Due				

Please Type or Print Legibly

Date of Order: _____
Name of Event: _____
Date of Event: _____
Booth #: _____
Exhibit Name: _____
Contact Name: _____
Phone Number: _____
E-mail: _____

SPECIAL INSTRUCTIONS

Comment: _____

Service will be brought to the rear of the booth in the most convenient manner, unless otherwise indicated below

L E F T	REAR	R I G H T
AISLE		

Under no circumstances shall anyone other than the "House Technician" make connections to the facility's utility systems.

Refunds/Claims will not be considered unless filed by exhibitor three (3) days prior to start of show.

CONNECTION INFORMATION: For each connection required, list the appropriate information in space below.

Connection Size & Type	PSI Required	Notes
Air: _____	_____	_____
Gas: _____	_____	_____
Water: _____	_____	_____

PAYMENT IN FULL MUST BE RENDERED BEFORE SERVICE IS CONNECTED

Form of Payment:
 Enclosed is my check or money order made payable to: SMG - Albuquerque Convention Center
 American Exp Visa Master Card CC# _____ Do Not List CC # - Please Call _____ CVV# _____
 Name on Card: _____ Exp.Date _____
 Address: _____ City _____ ST _____ Zip _____
 I authorize SMG - Albuquerque Convention Center to charge my credit card for services listed.
 Authorize Signature _____