



1960 13<sup>th</sup> Avenue Drive SE Hickory, NC 28602  
 Phone (828) 324-8600 Fax (828) 345-0700

## Invoice and Order Form for Electric, Telephone and/or Internet Hook-up

Please use this form to order Electric, Telephone and Internet hook-up for your exhibit.

<b>Electric</b>	<u>Advance</u> <sup>1</sup>	<u>Regular</u>	<u>Quantity</u>	<u>TOTAL</u>
110v Single Phase (plus labor if necessary) <sup>2</sup>				
0-20 amps	\$75.00	\$120.00		
208v Single Phase (plus labor if necessary) <sup>2</sup>				
0-20 amps	\$140.00	\$205.00		
21-30 amps	\$183.00	\$254.00		
31-50 amps	\$249.00	\$372.00		

HMCC use only:

If required electric needs are not listed on this form, please contact HMCC Facilities Manager to discuss.

**NOTE: EXTENSION CORDS must be at least 16-gauge, grounded, UL listed!**

<sup>1</sup> = HMCC must receive payment & completed form no later than 12 days in advance of exhibitor move-in.

<sup>2</sup> = Labor for hard wired connection to exhibitor's equipment, including disconnects and special hook-ups to be charged in one hour increments with a one hour minimum. Charges at current prevailing rate plus material - please call for rates

### Telephone

The cost is \$193.00 per line – includes installation labor, wire, monthly line charge (1 month minimum) and disconnection.

I am ordering \_\_\_\_\_ line(s) at \$193.00 per line for a total of \$\_\_\_\_\_.

**Please note:** Our carrier requires 12-working days advance notice to guarantee installation. Phone lines are **restricted long distance**. You can only make local, collect, calling card, credit card & 1-800 calls (which usually covers a credit card machine).

<b>Internet</b>	<u>Advance</u> <sup>2</sup>	<u>Regular</u>	<u>Quantity</u>	<u>Total</u>
Wireless Internet Connection; Up to 256 kbps	<b>No Charge</b>			
Unshared Ethernet Service; One IP Address	\$250.00	N/A <sup>1</sup>		
Shared Ethernet Service; One IP Address	\$755.00	N/A <sup>1</sup>		

<sup>1</sup> = Ethernet Service must be ordered at least 12 working days in advance of the event.

<sup>2</sup> = HMCC must receive payment & completed form no later than 12 days in advance of exhibitor move-in.

**Payment made 12+ days in advance:** Company/personal check, MasterCard, Visa, American Express, certified check or bank check.

**Payment made less than 12 days in advance:** MasterCard, Visa, American Express, certified check or bank check.

**HMCC cannot guarantee service if order form and payment is received less than 12 days in advance of move in.**

HMCC does not invoice for this service. If you need an invoice, please use a copy of this form.

**Please provide the information requested below and mail or fax this order form to the Hickory Metro Convention Center. Make checks payable to: Hickory Metro Convention Center.**

Event: \_\_\_\_\_ Date(s): \_\_\_\_\_ Booth #: \_\_\_\_\_  
 Company Name: \_\_\_\_\_ Contact Name: \_\_\_\_\_  
 Company Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_ E-mail: \_\_\_\_\_

Please Circle: American Express    MasterCard    Visa    Discover    Check  
 Name on Card: \_\_\_\_\_  
 Card No.: \_\_\_\_\_ Exp. Date: Month \_\_\_\_\_ Year \_\_\_\_\_  
**TOTAL: \$** \_\_\_\_\_ **Security Code #** \_\_\_\_\_  
 I authorize HMCC to charge the above account as indicated above.  
 \_\_\_\_\_ Date \_\_\_\_\_  
 Cardholder