



Event Contract # _____
(office use only)

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

Mail to : SMG managed Albuquerque Convention Center
 Attention: Melody Garcia
 mgarcia@albuquerquecc.com
 401 2nd Street NW
 Albuquerque, NM 87102
 Phone: (505) 768-3863 Fax: (866)434-5427



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	\$ 127.00	\$ 152.00	
	Each Additional Service Connection	\$ 76.00	\$ 101.00	

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

	Initial Service Connection	\$ 121.00	\$ 164.00	
	Each Additional Service Connection	\$ 63.00	\$ 88.00	

FILL & DRAIN

	Fill & Drain 1 to 100 gallons	\$ 63.00	\$ 88.00	
	Fill & Drain 101 to 250 gallons	\$ 127.00	\$ 152.00	
	Fill & Drain 251 to 500 gallons	\$ 253.00	\$ 278.00	
	Location of Drain _____			

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

	Initial Usage Fee	\$ 159.00	\$ 184.00	
	Each Additional Service Connection	\$ 70.00	\$ 95.00	

CUSTOM SETUP

	On Floor Technician	\$ 40.00		
	Evening/Weekends/Holiday	\$ 60.00		

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.

Total				
Tax 7%				
Total Due				

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

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.

	REAR	
L E F T		R I G H T
	AISLE	

Call (505) 768-3863 for custom setup quote.

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 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# _____
 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 _____