GALVESTON ISLAND CONVENTION CENTER
AT THE SAN LUIS RESORT

Utility Service Order Form

Name of Exhibition or Show:_____

Exhibitor's Name: _____Booth Number:_____

Exhibitor Company/Organization:_____

Date of Show:_____Phone:_____

Method of Payment:_____

Electrical Current Charges:

Should it be necessary to hook up power to any devices, machinery and/or equipment, a labor order must be placed with your coordinator in advance. Estimated electrical usage per circuit is included in total price. **ALL PRICES ARE SUBJECT TO CHANGE**. **Deadline for service request is seven (7) days prior to arrival**. ***PLEASE NOTE THAT IF PAID ON PROPERTY-THERE WILL BE AN INCREASE IN PRICE OF $25.00(plus tax)*.***

Quantity/Requirements	Unit Charge (tax included)	Total
_____110 volts/20 amps (1Standard Outlet/Shared)	$ 102.84 (per outlet/per day)	$_____

Enhanced Power Needs: Quantity/Requirements

_____208 volts (1 Duplex Outlet)	$ 270.63 (per outlet/per day)	$_____
_____200 amps (3 phase)	$ 324.75 (per outlet/per day)	$_____
_____400 amps (3 phase)	$ 649.50 (per outlet/per day)	$_____

***Enhanced Power, will need to know specific outlet information:** _____

_____

- **THE CONVENTION CENTER RESERVES THE RIGHT TO LIMIT ANY AVAILABLE POWER SUPPLY.**

Internet Charges:

Quantity/Item	Unit Charge (tax included)	Total
_____Wired (TI) Highspeed Internet Line	$270.63 (per day/per line)	$_____

- **The Convention Center provides complimentary wireless internet.**

Please email this form along with the credit card authorization form to dtownsend@ldry.com

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AV, Rigging, or Other Items: (Should you require any items noted below they are provided by: The Events Company)

Power-Strips, Extension Cords,and/or any Audio-Visual Equipment

Please Note: All Rigging at the Convention Center is handled by The Events Company

Contact Information: Main Line 409 744 1500 ext. 2851 for Kayley Hall or Rodney Whitaker

Kaylye Hall at kaylye.hall@ldry.com or Cell 936 419 9946

Rodney Whitaker at Rodney.whitaker@ldry.com or Cell 346 289 9364

(Do not email your electrical needs to either of these emails, please use the email noted above or on the CC Form)

GALVESTON ISLAND CONVENTION CENTER

AT THE SAN LUIS RESORT

CREDIT CARD BILLING AUTHORIZATION FORM

DATE: _____

CONVENTION NAME: _____

CONVENTION DATES: _____

EXHIBITOR COMPANY/ORGANIZATION: _____

EXHIBITOR BOOTH NUMBER: _____

CONTACT NAME: _____

CONTACT PHONE: _____

CONTACT EMAIL: _____

NAME ON CREDIT CARD: _____

CARD: ☐ **MASTER CARD,** ☐ **AMERICAN EXPRESS,** ☐ **VISA,** ☐ **DISCOVER, OR** ☐ **DINERS CLUB**

CARD NUMBER: _____
(If you prefer to call with your credit card number, please note on the above line "will call" electrical will not be ordered until cc # is on file)

EXPIRATION DATE: _____ **CVV CODE:**_____

AMOUNT APPROVED FOR BILLING: $_____

AUTHORIZED SIGNATURE: _____

Please complete and fax forms to David Townsend at (409) 744 6913 or email them to **dtownsend@ldry.com**. If you have any questions, please contact me at **(409) 740 8635.** To send payment in advance via check, mail to Galveston Island Convention Center (c/o: The San Luis Resort) 5222 Seawall Blvd., Galveston, TX 77551. Attention: David Townsend/Conference Planning. Please make sure to include with the check this form or the name and date of the exhibition.

PLEASE NOTE THE ABOVE ADDRESS IS NOT THE CONVENTION CENTER RECEIVING ADDRESS.
If shipping items please use this address: Galveston Island Convention Center, (Name of Group/Name of Guest or Exhibitor), 5600 Seawall Blvd., Galveston, TX 77551 for receiving shipments. Please note if you do ship to the center, shipments are not allowed to arrive more than 3 days before the event begins. For shipping out, you will need to prepare your item for shipping and call in to schedule the pick-up. Shipments are stored in the back of the center-loading dock area- by security, directions can be given upon your arrival.

Please note if you order electrical on-site there will be an additional charge for late orders, no exceptions.

If you would like a receipt emailed to you, (emails are sent out after the event concludes) please list your email address: _____