

  
**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)\* PER DAY- ON EACH ITEM REQUESTED.**

| <u>Quantity/Requirements</u>      | <u>Amps</u> | <u>Unit Charge (tax included)</u> | <u>Total</u> |
|-----------------------------------|-------------|-----------------------------------|--------------|
| _____ 110 volts (1 Duplex Outlet) | 20          | \$ 75.78 (per day)*               | \$ _____     |
| _____ 220 volts (1 Duplex Outlet) | 50          | \$270.63 (per day)*               | \$ _____     |
| _____ 10' to 25' Extension Cord   |             | \$ 5.42 (per day)*                | \$ _____     |
| _____ Power Strip                 |             | \$ 10.83 (per day)*               | \$ _____     |

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

**Phone Charges:** This is a per day charge.

| <u>Quantity/Item</u>                  | <u>Unit Charge (tax included)</u> | <u>Total</u> |
|---------------------------------------|-----------------------------------|--------------|
| _____ Standard Phone Line/ with phone | \$108.25 (per day)*               | \$ _____     |

- Direct Lines are not available

**Internet Charges:**

| <u>Quantity/Item</u>                     | <u>Unit Charge (tax included)</u> | <u>Total</u> |
|--|-----------------------------------|--------------|
| _____ Wired (T1) Highspeed Internet Line | \$108.25 (per day)*               | \$ _____     |

- The Convention Center does provide complimentary wireless internet.

**Water Charges:**

| <u>Quantity/Item</u>   | <u>Unit Charge (tax included)</u> | <u>Total</u> |
|------------------------|-----------------------------------|--------------|
| _____ Water Connection | \$108.25 (per day)*               | \$ _____     |
| _____ Gallons of Water | \$1 per gallon                    | \$ _____     |



**CREDIT CARD BILLING AUTHORIZATION FORM**

**DATE:** \_\_\_\_\_

**CONVENTION NAME:** \_\_\_\_\_

**CONVENTION DATES:** \_\_\_\_\_

**EXHIBITOR COMPANY/ORGANIZATION:** \_\_\_\_\_

**EXHIBITOR BOOTH NUMBER:** \_\_\_\_\_

**CONTACT NAME:** \_\_\_\_\_

**CONTACT PHONE:** \_\_\_\_\_

**CONTACT FAX:** \_\_\_\_\_

**CONTACT EMAIL:** \_\_\_\_\_

**NAME ON CREDIT CARD:** \_\_\_\_\_

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

**CARD NUMBER:** \_\_\_\_\_

**EXPIRATION DATE:** \_\_\_\_\_

**AMOUNT APPROVED FOR BILLING: \$** \_\_\_\_\_

**AUTHORIZED SIGNATURE:** \_\_\_\_\_

Please complete and fax forms to Lisa Clemons at (409) 744 6913 or email them to [lclemons@ldry.com](mailto:lclemons@ldry.com). If you have any questions, please contact me at (409) 740 8686. To send payment in advance via check, mail to Galveston Island Convention Center (The San Luis Resort) 5222 Seawall Blvd., Galveston, TX 77551. Attention: Lisa Clemons/Conference Planning. PLEASE NOTE THIS IS NOT THE CONVENTION CENTER RECEIVING ADDRESS. (Galveston Island Convention Center, 5600 Seawall Blvd., Galveston, TX 77551 for receiving shipments).

*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 (this will not take place until the event concludes), please list your email address: \_\_\_\_\_