



Exhibitor Services Order Instructions:

If you'd like to order utilities it must be done via the Indiana Convention Center's website <https://www.icclos.com/exhibitors/>

**CLICK HERE TO PLACE
YOUR UTILITIES ORDERS**

IF LINK ABOVE DOES NOT WORK PLEASE COPY AND PASTE THE LINK BELOW INTO YOUR BROWSER

<https://www.icclos.com/exhibitors/order-electrical-and-utilities/>

If you are unable to complete the online form please contact the Indiana Convention Center at (317) 262-3400 with questions.



Service includes set-up and disconnect at back center of booth or most convenient placement. See Rule #6 for placement policies. Note: All booth power is connected from the floor.			
120 VOLTS			
Per Single Connection	Advance Rate	Standard Rate	Floor Rate
5 amp (550 watts)	\$138.00	\$195.00	\$254.00
20 amp (2200 watts)	\$243.00	\$344.00	\$449.00
24hr Service 5amp	\$207.00	\$292.50	\$381.00
24hr Service 20amp	\$364.50	\$516.00	\$673.50
208 VOLTS / SINGLE PHASE			
Per Single Connection	Advance Rate	Standard Rate	Floor Rate
20 amp	\$363.00	\$581.00	\$799.00
30 amp	\$454.00	\$726.00	\$998.00
40 amp	\$522.00	\$835.00	\$1,148.00
60 amp	\$732.00	\$1,171.00	\$1,610.00
100 amp	\$1,111.00	\$1,777.00	\$2,444.00
200 amp	\$1,716.00	\$2,745.00	\$3,775.00
208 VOLTS / THREE PHASE			
Per Single Connection	Advance Rate	Standard Rate	Floor Rate
20 amp	\$453.00	\$724.00	\$996.00
30 amp	\$595.00	\$953.00	\$1,310.00
60 amp	\$987.00	\$1,579.00	\$2,171.00
100 amp	\$1,571.00	\$2,513.00	\$3,456.00
200 amp	\$2,755.00	\$4,408.00	\$6,061.00
Labor Charge for Requested Placement Location of ANY electrical (based on Number of drops)			
	\$162.00		\$275.00
RENTAL ITEMS*			
	Advance Rate	Standard Rate	Floor Rate
Quad Box (4 outlets)	\$24.00	\$39.00	\$41.50
Extension Cord	\$24.00	\$39.00	\$41.50
3/250 Watt Floodlight Stanchion (electric included)	\$140.00	\$200.00	\$260.00
*Plus 7% IN Sales Tax			

NOTES

- All orders must be placed online at icclos.com/exhibitors/order-electrical-and-utilities/
- All 208 / 480 Electrical Services includes set-up and disconnect. Notify Utility Desk Personnel when equipment is in place for connection
- 120v 3ph or single phase / 480v/277v 3ph or single phase - **Call 317-262-3467 for pricing**

ICCLOS POLICIES & CONDITIONS

1. **FULL PAYMENT MUST BE RECEIVED BEFORE SERVICE CAN BE INSTALLED.**
2. **ADVANCE RATES** apply only to orders paid in full and payment received 14 days prior to the first event day. Orders received after that time will be at STANDARD RATE – NO EXCEPTIONS. Full payment MUST be received before service can be connected. We accept AMX, MC, VISA and DISCOVER only.
3. **ALL** equipment must conform to all federal, state and local state fire and safety codes.
4. **ICCLOS reserves the right** to inspect and reject any and all connections, equipment and facilities which any customer uses while in the Center/Stadium.
5. **ALL MATERIAL** and equipment furnished by the Center/Stadium for this service order shall remain the Center/Stadium's property and shall be removed **ONLY** by the Center/Stadium at the close of the event.
6. **OBSTRUCTIONS:** The Exhibit Hall utility floor pockets must remain accessible at **all times!** All Exhibitor equipment, displays, or other types of Exhibitor material are subject to removal or relocation in the event ICCLOS Staff deems necessary to gain access to any part of these utility floor plates for any reason during set-up or show hours.
7. **UTILITY REQUIREMENTS CROSSING AISLES** will not be installed unless approved by show management.
8. **ANY SPECIAL EQUIPMENT** that must be purchased in order to complete an assembly will be charged to the Exhibitor and will remain the property of ICCLOS.
9. **MISCELLANEOUS MATERIALS** will be charged for on-site at cost plus 15% plus 7% Indiana Sales Tax.
10. **INDIANA SALES TAX EXEMPTION** number must be noted on order and Indiana General Sales Tax Exemption Certificate on file in order to receive non-tax status.
11. **CLAIMS FOR NON-SERVICE** or damage will not be considered unless filed by Exhibitor **PRIOR** to close of event.
12. **CANCELLATIONS:** Cancellations must be received prior to set-up of event in order to receive refund.
13. **REFUNDS:** NO REFUNDS after installation of service.
14. **REFUNDS** or credits in excess of \$15.00 will be made automatically by our Accounting Department by mail or credit card refund. Claims for refunds for less than \$15.00 must be made in writing.
15. **NON-SUFFICIENT FUND CHECKS (NSF)** service charge of \$30.00 on NSF checks will be assessed. NO checks will be accepted from an Exhibitor that has previously submitted a NSF check to us.
16. **FINAL CHARGES (INVOICES) AND REFUNDS OF OVER PAYMENTS** will not be available until 30 days after the close of the event. Credit card receipts or confirmations of orders can be faxed after processing, upon request.