

SAN BERNARDINO COUNTY | PURCHASING DEPARTMENT

VENDOR
SHOW



2015

Connecting people for better business.

Ontario Convention Center
2000 E. Convention Center Way
Ontario, CA 91764

TABLE OF CONTENTS

Contents

Director's Invitation _____	1
Venue Information _____	2
Added Features _____	3
Registration Steps _____	4
Frequently Asked Questions _____	6
Contact Information _____	8

2015 VENDOR SHOW

2015 Vendor Show

DEAR BUSINESS COMMUNITY,

San Bernardino County's Purchasing Department is hosting its next Vendor Show on September 16, 2015 at the Ontario Convention Center and we encourage you to participate!

This one day event is intended to connect prospective and current vendors with buyers and decision makers from County departments and public agencies throughout the region. Employees, buyers, and other representatives from counties, municipalities, special districts, transit authorities, schools and universities, and other public purchasing organizations are welcome to register to attend, and delegates will have the opportunity to mingle with a broad spectrum of vendors.

This event, held last at the Orange Show in San Bernardino in February 2014 was highly successful, with more than 180 vendor booths representing a wide variety of product and service categories. Due to space limitations countless companies were turned away; thus the larger, more centrally located venue for the upcoming event. The Ontario Convention Center is easily accessible from Interstate 10 and just minutes away from the Ontario International Airport. It offers a beautiful exhibit hall large enough to accommodate a large show and buffet lunch in the same space.

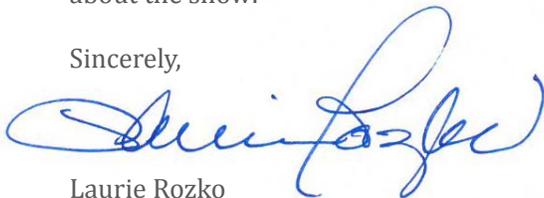
Each show is designed to be better than the last. During the planning process staff carefully considered input received from vendors and attendees. New additions to this year's show include:

- Earlier advance set-up on September 15th
- Affordable hotel rooms for those traveling to attend
- Day-of-show vendor breakfast
- On-site training options for participants
- Acceptance of additional credit cards for vendor registration
- Online registration and the ability to choose your booth space

Include this show in your 2015 company budget now and prepare to showcase products and services with an interested audience next September! We invite you to view the YouTube video for the 2014 Vendor Show at <https://www.youtube.com/watch?v=ruVbFwo9qwY> to see some important highlights.

My staff and I are dedicated to making government purchasing easier for businesses, and to improving government operations. Please contact Bruce Cole at (909) 386-8305 if you have general questions about the show.

Sincerely,



Laurie Rozko
San Bernardino County
Purchasing Department Director



2015 VENDOR SHOW

ONTARIO CONVENTION CENTER

A picturesque venue conveniently located next to Ontario International Airport, the OCC is in a prime San Bernardino County location that is accessible to vendors coming from anywhere in the nation. In description, the OCC says it best on its website (<http://www.ontariocc.org>),

“Contemporary in design and equipped with the latest in technology, it boasts more than 225,000 square feet of flexible exhibit, meeting and function space and is ideal for conventions, trade shows, exhibits and meetings. The Ontario Convention Center provides a full range of technology services, including Wi-Fi, Internet, DS3 and video-conferencing capabilities.”

We are delighted to provide the optimal experience for everyone at the 2015 Vendor Show. The address for this event is:

Ontario Convention Center
2000 E. Convention Center Way
Ontario, CA 91764
(909) 937-3000



2015 VENDOR SHOW

WE LISTEN!

Enhancements in response to participant feedback from the 2014 show include:

- ✓ Food service provided on the trade show floor
- ✓ Vendor presentations conducted in a private area
- ✓ Vendors will have custom name badges for each representative
- ✓ Vendor load in times has been expanded for the entire day before the event
- ✓ Online registration process where vendors can choose their desired booth

We are looking forward to producing an even better event this coming September!



REGISTRATION

Registration

NEXT STEP

Registration steps for the 2015 San Bernardino County Vendor Show can be completed at: www.regonline.com/countyofsanbernardino2015vendorshow

- ✓ Email Address
- ✓ Primary Contact Information
- ✓ Company Information
- ✓ ePro Vendor ID Number (see "Registering in ePro" page 9 for more information)
- ✓ Company Description
- ✓ Number of Company Representatives and Contact Information

THINGS TO REMEMBER

IMPORTANT DATES

EVENT	DATE
Early Registration Ends	May 15, 2015
Show Bag Requests	June 15, 2015
Submission of Presentation Requests	July 15, 2015
Registration Ends	August 1, 2015
Hotel Reservation Deadline	August 25, 2015
Deadline to Purchase Additional Meal Tickets	September 1, 2015
Vendor Set-up	September 15, 2015
Day of Event	September 16, 2015

BOOTH INFORMATION

When registering for the event, you will be asked to select a booth space. A standard 10 x 10 booth includes: pipe and drape (back and side rails), signage, (1) eight-foot table, and (2) chairs. Booth space selection is on a first come first serve basis. Therefore we strongly recommend your company register as soon as possible if you would like a premium booth.

BOOTH SIZES

BOOTH TYPE	SIZE
Standard	10 x 10 ft.
Premium	20 x 10 ft.

After selecting your booth you will be provided online payment options.

REGISTRATION

BOOTH PRICES

ITEM	PRICE*
Early Registration Standard Booth	\$275
Early Registration Premium Booth	\$450
Conventional Registration Standard Booth	\$400
Conventional Registration Premium Booth	\$600
Additional Breakfast Ticket	\$25
Additional Lunch Ticket	\$35

Please note the \$4.25 processing fee for each payment. Therefore future modifications to your booth reservation or adding additional attendees will include a separate processing fee.

*Prices include the booth space and meals for two (2) company representatives.

HOTEL RESERVATIONS

Double Tree Ontario
222 North Vineyard Avenue, Ontario, CA 91764
(909) 937-0900

Rate: 99.00 for King or Double

Blocked Registration Code: San Bernardino County 2015 Vendor Show

FOOD

Registered vendor representatives will be provided breakfast and lunch the day of the event.

Breakfast will be served for registered vendor representatives from 7:30 – 9:00, adjacent to the exhibit hall. Lunch will be served from 12:00 – 1:30 within the exhibit hall, allowing vendors and attendees to enjoy their meal as they interact with each other. Food will be permitted within booths.

Two (2) representative meals are covered in the registration for breakfast and lunch on the day of the event. You may have the option to purchase additional meal tickets, and they are sold for each meal separately per person. Breakfast meal tickets are \$25 per person, and lunch meal tickets are \$35 per person, plus processing, if purchased in advance by credit card. Meal tickets will not be sold on site. No exceptions.

VENDOR REGISTRATION AND LOAD IN

Vendors may register on Tuesday, September 15 between the hours of 8:00 – 4:00, and on the day of the show from 7:00 – 9:00. Advance set up will conclude at 5:00 on Tuesday, and will be available only

REGISTRATION

until 9:00 on Wednesday. The exhibit hall will be closed from 9:00 – 11:00 for final preparation, and vendors will be readmitted with identification beginning at 10:30.

All vendors must load in at the loading dock located at the main entrance of the Ontario Convention Center, off Holt Boulevard (Interstate 10).

VENDOR PRESENTATIONS

For companies interested in presenting an innovative product or service at the vendor show, please submit a written request and detailed description by July 15, 2015. These will be reviewed by the Purchasing Department Staff and a limited amount will be selected and notified by August 15, 2015. Unless you receive confirmation from the Purchasing Department on or about August 15th, you have not been selected as a presenter. **Only registered vendors for the 2015 Vendor Show can submit a request, all requests submitted by non-registered vendors will not be considered.** You may submit this request to the following address (requests submitted by email will not be considered):

San Bernardino Purchasing Department
ATTN: Vendor Show Presentations
777 East Rialto Avenue
San Bernardino, CA 92415-0760

REGISTRATION

Frequently Asked Questions

WHAT ARE THE SHOW TIMES?

The 2015 Vendor Show for San Bernardino County is being held on September 16, 2015 from 11:00 a.m. – 4:00 p.m. at the Ontario Convention Center.

WHEN CAN I LOAD IN?

Vendors will have the opportunity to load their equipment and material the day before the event, September 15, 2015 from 8:00 am until 4:00 pm.

MAY I SHIP MATERIALS IN ADVANCE?

Yes, you may ship your materials directly to the Ontario Convention Center prior to the event. To do so, please coordinate your delivery with Rosalie Vargas at (909) 937-3039.

WHAT DOES THE BOOTH FEE COVER?

The registration fee covers the booth space rental (including pipe and drape and a company sign), one (1) – eight (8) ft. table and two (2) chairs, along with breakfast and lunch the day of the event for two (2) registered representatives. The booth fee *does not* include parking, hotel shuttle, or additional booth amenities. Those can be purchased through the OCC.

WHO DO I CONTACT TO MAKE ARRANGEMENTS FOR OTHER AMENITIES?

If your company would like electrical, water & drain and/or storage services, please see the Appendix – OCC Information and Forms section to fill out the appropriate form(s) for the respective service. Instructions for turning in these forms is provided on each form. San Bernardino County will not coordinate these services for the 2015 Vendor Show. If you have any questions please contact:

Rosalie Vargas
(909) 937-3039
rvargas@ontariocc.org

Note: When contacting the Ontario Convention please **reference the show by name and date of event.**

IS INTERNET PROVIDED?

Internet is an option at the Ontario Convention Center as an additional feature not included in the registration fee. If your company needs Wi-Fi connection in order to function you may order it at the daily rate on-site. The rates vary by speed; \$19.95 (standard connection speed) or \$29.95 (512k connection speed). To do so, once on-site, open your device and go to the Wi-Fi settings. Locate the Ontario Convention Center Guest server and follow the directions to connect.

CAN OUT OF STATE VENDORS ATTEND?

Yes. All current and prospective vendors are welcome. It is your responsibility to make all travel arrangements. The Purchasing Department (909) 387-2060 can provide a list of preferred lodging facilities, restaurants, and local activities. Please call (909) 387-2060 for information.

REGISTRATION

DO I NEED A VENDOR PERMIT TO PARTICIPATE?

No permit is needed to participate in this event. However, if you plan to prepare food in your booth for delegates then you must receive clearance from the Fire Marshal at (909) 395-2002 to ensure you are operating according to compliance.

WHAT IS THE DRESS CODE?

The dress code is business casual. Company uniforms are accepted. Please remember this is a professional event and you will be representing your company to numerous purchasing agents.

IS MY BOOTH FEE REFUNDABLE?

No. All reservations are non-refundable.

WHICH PAYMENT OPTIONS ARE ACCEPTED?

All major credit cards are accepted. Checks are not accepted because payment is done through the online portal so that you can select your booth space as you register.

DO I NEED TO BE PRESENT DURING THE ENTIRE DURATION OF THE EVENT?

Although there is no requirement to be present, it is to your advantage to have a representative available during the entire vendor show. Attendee presence will be sporadic throughout the event, and there is no strong prediction when the majority of attendees will be present. Therefore we recommend to all vendors to be prepared from the beginning until the end of the event to showcase your products and services.

CAN I SHARE MY BOOTH SPACE WITH ANOTHER COMPANY?

Yes. It is not uncommon for companies to split costs and share a booth, although it is more feasible for companies to share a premium booth space because of the size. Both companies will have to arrange payment, and who will be the point of contact. In this case only one payment is needed. Both companies will be required to have the entire booth set-up within the registered booth space. Any equipment outside of the space will be asked to be removed.

CAN I RENT TWO BOOTH SPACES FOR MY BUSINESS?

There are several options for companies that would like to rent more than one booth space. The most practical is to rent a premium booth that is twice the size of a standard booth, in an area of high traffic.

If your company would like to rent two booth spaces not adjacent to each other to increase your presence, this is also permissible. When selecting your booth space, please look at the map of the available spaces and indicate which spaces you would like. This method also goes for adjacent booth spaces.

SPECIAL ACTIVITIES

Special Activities

SHOW BAGS

If you wish to provide imprinted novelty items or other unique materials for the delegate show bags please submit a request in writing along with a sample item by June 15, 2015. The Purchasing Department will select items and notify vendors by July 15, 2015. Selected vendors will then need to ship their items to the following address by August 15, 2015:

San Bernardino Purchasing Department
ATTN: Vendor Show Bags
777 East Rialto Avenue
San Bernardino, CA 92415-0760

DOOR PRIZES

If your company would like to provide a door prize for attendees, please send or deliver to the Purchasing Department. All door prizes received by August 15, 2015 will be included in the delegate program, with credit to your company. Door prizes will be awarded at the conclusion of the 2015 Vendor Show, and may be awarded to any delegate. Delegates may include San Bernardino County employees and buyers, and representatives from counties, municipalities, special districts, transit authorities, educational institutions, and other public purchasing organizations. Recipients need not be present at the time of selection, but must have attended the show. Vendor representatives are not eligible to receive door prizes. Any unclaimed prizes will be donated to Children's Fund.

CHILDREN'S FUND

San Bernardino County is proud to support Children's Fund, a non-profit member of the San Bernardino County's Children's Network, whose mission is to prevent child abuse in our community. More information can be found at: <http://www.childrensfundonline.org/>

During the 2015 Vendor Show we will be collecting unwrapped toys and gifts (minimum value of \$20) to be distributed to children during the holiday season.

If you would like to provide a cash donation, forms and receipts will be available at the Registration Desk.

CONTACT INFORMATION

Contact Information

VENDOR LIAISON – LOAD IN, SET UP, AND PRESENTATIONS

Patrick Scalzitti
(909) 387-2066
patrick.scalzitti@pur.sbcounty.gov

SHOW INFORMATION – PAYMENT AND RESERVATIONS

Bruce Cole
(909) 386-8305
bcole@pur.sbcounty.gov

FACILITY CONTACT – ELECTRICAL, INTERNET, SHIPPING, AND SPECIAL ON-SITE REQUESTS

Rosalie Vargas
(909) 937-3039
rvargas@ontariocc.org

ONLINE PROCUREMENT

Online Procurement

We encourage all vendors interested in pursuing business with the County to register their company at <https://epro.sbcounty.gov/epro/login.jsp>. A company does not need to be registered to participate in the 2015 San Bernardino Vendor Show.

REGISTERING WITH THE SAN BERNARDINO COUNTY ELECTRONIC PROCUREMENT SYSTEM

From the login page for ePro (<https://epro.sbcounty.gov/epro/login.jsp>) you will click on “Register”. You will need to provide the following information as you begin to register your company:

- Company Name
- Company Address
- Tax ID
- User Contact Information

If your company has already registered with ePro then you will be notified that the Federal ID number already exists within the system upon attempting to register. You may contact the Purchasing Department at (909) 387-2066 for assistance in retrieving your login credentials if you are having difficulty.

SELECTION OF COMMODITY CODES

When registering, once you complete the general contact and company information you will be requested to select commodity codes. Commodity codes categorize the products and services available for business. When selecting the commodity codes that reflect the work of your company we encourage you to invest adequate time to include all the codes related to your company. Often solicitations are sent to vendors based solely on commodity codes, therefore if your business is able to do a project but did not select the exact commodity codes regarding the desired service or product, your company will not receive the initial notification. The County of San Bernardino wants your company to be included in all the solicitations that you are eligible to bid; therefore we encourage you to select all that apply.

While notification lists are not generated for all solicitations, please understand that only the NIGP codes listed in this registration section will be used to include vendors on notification lists that are based on vendor NIGP codes.

APPENDIX – OCC FORMS & INFORMATION

Appendix – OCC Forms & Information

OCC IMPORTANT INFORMATION

<http://www.ontariocc.org/sites/default/files/pdf/Important-Information-2013.pdf>

OCC FLOOR PLAN

http://www.ontariocc.org/sites/default/files/occ_floor_plans_final_7-2013.pdf

OCC FACILITY GUIDELINES

<http://www.ontariocc.org/sites/default/files/pdf/Facility-Guidelines.pdf>



ONTARIO CONVENTION CENTER
 2000 E. Convention Center Way
 Ontario, CA 91764
 Tel:(909) 937-3068, Fax:(909) 937-3850
 Email: servicedesk@ontariocc.org



STORAGE SERVICE ORDER FORM

CONTACT INFORMATION AND BILLING

Company Name		Booth No.	Show Name (Required):	
Billing Address			Show Dates:	
City, State, Zip		Email:		
Onsite Contact:		Onsite Phone:	Billing Contact:	Billing Phone:
Payment Type: (circle one) VISA M/C AMEX CHECK Amount:				
Credit Card No.:				
Exp. Date:		Signature:		Print Name:

*Fees may increase for over-time, double-time, and holidays. All prices are subject to change by Ontario Convention Center (OCC). All order forms must be received 72 hours prior to show move-in date in order to receive advanced rate. Service orders received after the deadline will be subject to the standard rate and is not guaranteed storage space. OCC is not responsible for the disposal of abandoned storage item(s) and will dispose of said item(s) as deemed necessary. Checks are accepted 2 weeks in advance only. Make your check payable to SMG-Ontario Convention Center. All items must be **non-perishable**.

All shipments must include: Attn. Service Desk, Show Name, Exhibit Name, and Booth #
Outbound freight must be sealed with the proper bill of lading prior to pick-up. You must schedule the pick-up time with your carrier.
OCC will NOT contact carriers for any type of pick-ups.

INBOUND/OUTBOUND ADVANCED RATES

Delivery Date	Pick-up Date	Carrier	Dimensions	Rates	Qty.		# of days		Total
			Up to 2' x 2'	\$25 per day		x		=	
			Above 2' x 2'	\$50 per day		x		=	
			Pallet (must be wrapped)	\$75 per day		x		=	

INBOUND/OUTBOUND STANDARD RATES

Delivery Date	Pick-up Date	Carrier	Dimensions	Rates	Qty.		# of days		Total
			Up to 2' x 2'	\$35 per day		x		=	
			Above 2' x 2'	\$60 per day		x		=	
			Pallet (must be wrapped)	\$85 per day		x		=	

Comments: _____

Grand Total:

GENERAL RELEASE

I hereby agree that the Ontario Convention Center, the City of Ontario and SMG may not be held liable in any way for any occurrence in connection with damage, injury, or theft due to **property being stored or abandoned** at OCC. I hereby release the Ontario Convention Center, the City of Ontario and SMG its owners, officers, agents, supervisors, and employees. I do personally assume all risks in any property being left or shipped at the Ontario Convention Center, for any harm, injury or damage, which may befall persons, or property. Furthermore, I save and hold harmless the Ontario Convention Center, the City of Ontario, SMG and persons from any claims including but not limited to any claims or liabilities arising out of the negligence of the Ontario Convention Center, the City of Ontario and SMG. Any equipment not picked up in a timely manner will be considered abandon.

Customer Acceptance of Terms and Conditions:

_____ Signature _____ Date

OCC INTERNAL USE ONLY

Logged: _____ Processed by: _____ Shipment received by: _____ Date: _____



ELECTRICAL SERVICE ORDER

SMG-ONTARIO CONVENTION CENTER
 2000 E. Convention Center Way, Ontario, CA 91764
 TEL (909) 937-3068 | FAX (909) 937-3850
 servicedesk@ontariocc.org | www.ontariocc.org

Exhibitor No/Booth: _____
 Notes: _____

Company Name:		Booth No.	Show Name: (Required)	
Exhibitor Name:			Show Dates:	
Billing Address for Credit Card			City, State	Zip Code for Credit Card:
Name on Credit Card		Company Contact:		Phone:
Want Payment Receipt	YES	NO	Fax:	Email:
Payment Type:	VISA	M/C	AMEX	CHECK
Amount:	Check Number:			
Credit Card No.:	Expiration Date:	Signature:	Print Name:	

For your convenience, we will use this authorization to charge your credit card for any additional amounts incurred. The Ontario Convention Center accepts payments in US dollars on a US Bank or a credit card (VISA, M/C, AMEX). **Make your checks payable to SMG-Ontario Convention Center/ ATT:Electrical Department.** Please mail your order with the payment to the address listed above or you may fax this form with your credit card payment. Installation hardwires are due 72 hours prior to show opening. Cancellations are accepted up to 72 hours prior to move-in. No refunds. **Discount rate applies to an order post-marked 21 days prior to show move-in date. All others are billed automatically at the standard rate. Checks accepted 2 weeks in advance only. Prices are subject to change.**

WATTS	Discount	Standard	QTY.	Total	Configuration	Discount	Standard	QTY.	Total
500		\$106.00	<input type="text"/>	=	Surge Protector rental		\$41.00	<input type="text"/>	=
1000		\$153.00	<input type="text"/>	=	Extension Cord rental		\$31.00	<input type="text"/>	=
2000		\$177.00	<input type="text"/>	=	20A & 30A, 5-pin hubble, twist-lock connector rental (deposit required)	n/a		<input type="text"/>	=

If you exceed the amount of power ordered, there will be a labor charge to re-set breakers. A separate outlet must be ordered for each location. **The discount rate applies only if this form is post-marked 21 Days prior to move-in date. The standard rate applies if this order is received within 21 days of the move-in date otherwise the standard rate will automatically be charged. Booths sharing electrical power is prohibited.**

120 Volt Service										208/480 Volt Service: *208/ 480/ and 4/0 - Cable Rental will have a labor fee requirement (see page 2)									
AMPS	120 Volt.		208 Volt		208 Volt		480 Volt		4/0 - Cable Rental with camlocks		TOTAL								
	Disc. Rate / Standard	QTY.	1 Phase	QTY.	3 Phase	QTY.	3 Phase	QTY.	Standard Rate + Labor	QTY.									
20	\$175/ \$214		\$232/ \$284		\$315/ \$387		\$555/ \$688		\$350		\$								
30			\$289/ \$355		\$403/ \$496		\$776/ \$863		Service Desk will add any and all rental fee's plus any labor charges.		\$								
60			\$457/ \$565		\$713/ \$885		\$1,461/ \$1,821			\$									
100			\$684/ \$850		\$1,109/ \$1,380		\$2,021/ \$2,519			\$									
200			\$1,291/ \$1,593		\$2,110/ \$2,632					\$									
300			\$1,874/ \$2,336		\$3,112/ \$3,884					\$									
400			\$2,554/ \$3,187		\$4,216/ \$5,264				\$										
										Sub Total	\$								
If 24 hour electrical service is required add 25% to electric total (Overnight power will automatically be billed)										Add 25%	\$								
Add 25% for horsepower requirements. See HP to AMPS Conversion Table on back of contract.....										Add 25%	\$								
If hard-wiring is required then labor must be added (contact OCC) _____ hours @ \$_____/hr.....										Labor Fee	\$								
Mon. - Fri. (8-5) at \$75.00/hr. and Sat., Sun & holidays at \$150.00/hour (one hour minimum)											\$								
Equipment deposit (required for all equipment on loan at \$150).....										Deposit	\$								
										GRAND TOTAL	\$								

Payment-in-full is required with your order. Electrical service will not be provided nor this form processed until payment is received. Payments not received 21 days prior to the move-in date will be billed at the standard rate. The discount rate applies to processed orders that are 22 or more days from move-in. Federal Tax I.D. #23-2511871.

For other requirements, contact the OCC-Service Desk at (909) 937-3068 or via E-mail at servicedesk@ontariocc.org

Customer Acceptance of Terms and Conditions

Required Signature		Date
Logged:	Processed Date:	Processed by:

GENERAL TERMS AND CONDITIONS

- Exhibit booths will be audited at the show site and any additional service used will be added to the final bill at the floor price. Cancellations will be accepted until 72 hours prior to move-in.
- Rates include bringing service to the rear of standard booth or to the nearest floorport inside an island booth.
- Straight time labor for an electrician is \$75.00 per hour. There is a one (1) hour minimum charge.

3. Straight time labor for an electrician is \$75.00 per hour. There is a one (1) hour minimum charge.
4. Double time rates apply before 8:00am and after 5:00pm Monday through Friday; all day Saturday, Sunday and Holidays.
5. Additional labor must be requested by the exhibitor at the Service Desk. ELECTRICAL LABOR MUST BE ORDERED 72 HOURS IN ADVANCE IN ORDER TO HAVE MEN AVAILABLE WHEN NEEDED.
6. Exhibitors requiring 24-hour service will be charged regular rates plus 25%. Special notice must be given to the Ontario Convention Center at our Service Desk if 24-hour service is required. All breakers will be turned off.
7. All equipment provided by exhibitor must comply with all national electric codes, and state and local safety codes. All electric cords must be three-wire, grounded type. All equipment must be properly grounded.
8. The Ontario Convention Center is not responsible for voltage fluctuations or power failures on service lines.
9. Unless otherwise directed, the Ontario Convention Center is authorized to cut floor coverings to permit installation of service.
10. Wall and post outlets are not part of booth space. Separate outlets must be ordered for each location to be connected. All material and equipment furnished remains the property of the Ontario Convention Center. The rates listed include necessary City of Ontario Permits and inspection by a City authority enforcing national codes.
11. The Ontario Convention Center is obligated to refuse connections when wiring is not in accordance with the City Electrical Ordinance. Local Ordinance prohibits more than two connections per outlet box. To prevent overloading of circuits, exhibitors shall not be permitted to add wattage, except by ordering at the Service Desk.
12. Any breaker disruption will be billable at double rates.
13. *Electrical order that require 208/ 480/ and Power Cable AUT 4 will have a labor fee requirement in addition to the discount and standard electrical rate.

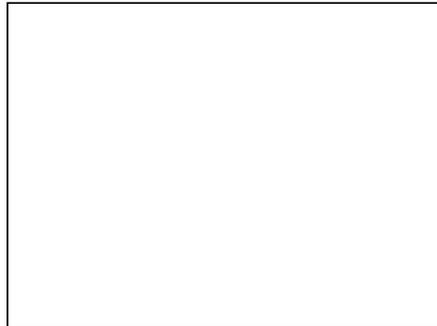
It is important that you review the following items carefully to understand your safety and responsibility regarding electrical power.

1. All electrical material and equipment must be grounded.
2. 2-Wire cords (Ripcords or Zipcords) are unacceptable unless the cord is a component part of an assembly which is specially approved.
3. SAFE WIRING IS ESSENTIAL: The Ontario Convention Center is responsible for the total electrical distribution system and the linking of electrical services, including installation of all cords under carpets. SERIOUS RISKS are involved which can be reduced with accurate understanding of basic requirements. Safe wiring inside an exhibit area is essential.
4. All electrical cords must be the three-wire, grounded type. All exposed non-current carrying metal parts of fixed equipment which are liable to be energized shall be grounded.
5. Each motor must be equipped with a fusible switch.

HORSEPOWER TO AMP CONVERSION CHART

Volts	.75HP	1.5HP	2HP	3HP	5HP	7.5HP	10HP	15HP	20HP	25HP	30HP	40HP	50HP
120	20	30	30	45	-	-	-	-	-	-	-	-	-
208	15	15	20	30	45	60	85	-	-	-	-	-	-
208	15	15	15	20	30	45	80	60	100	100	-	-	-
480	15	15	15	15	15	20	30	30	45	60	60	85	100

For other requirements, call the OCC-Service Desk at (909) 937-3068. Booth Layout 10x10 (Please indicate where to place electrical)



NOTE:
 Electrical set-up is at the back of the booth. There will be a labor charge to move the electrical set-up.



ONTARIO CONVENTION CENTER
 2000 E. Convention Center Way, Ontario, CA 91764
 Ph: (909) 937-3068 / F: (909) 937-3850 / servicedesk@ontariocc.org
 www.discoverontariocalifornia.org
WATER / DRAIN / AIR SERVICE ORDER

COMPANY NAME		BOOTH NO.	SHOW NAME (REQUIRED):	
BILLING NAME			SHOW DATES (REQUIRED):	
BILLING ADDRESS				
CITY/STATE/ZIP			EMAIL	
CONTACT NAME		TELEPHONE	FAX	
CREDIT CARD NO.	EXP. DATE	SIGNATURE	PRINT NAME	

For your convenience, we will use this authorization to charge your credit card for any additional amounts incurred. The Ontario Convention Center accepts payments in US dollars on a US Bank or a credit card (VISA, M/C, AMEX). Make your checks payable to **SMG-Ontario Convention Center**/ATT:Service desk. Please mail your order with the payment to the address listed above or you may fax this form with your credit card payment. Installations are due 72 hours prior to show opening. Cancellations are accepted up to 72 hours prior to move-in. Discount rate applies to an order post-marked 21 days prior to show move-in date. All others are billed at the standard rate. Checks accepted 2 weeks in advance only. All rates are subject to change.

DESCRIPTION	DISCOUNT RATE	*STANDARD RATE	QTY.	TOTAL	INTERNAL
Compress Air: 175 lbs. PSI (Service outlet 1" quick disconnect)					
First connection	\$290.00	\$362.50			PCA-1
First connection (24 hr. service)	\$365.00	\$456.25			PCA-1-24
Additional connections	\$85.00	\$106.25			PCA-2
Additional connections (24 hr. service)	\$105.00	\$131.25			PCA-2-24
Special connection size: _____ CFM: _____ PSI: _____		(Call)			PCA-SPEC

Drainage: (2" drain line. For equipment only. Direct tie-in)					
First connection	\$85.00	\$106.25			PW-1
Additional connections	\$55.00	\$68.75			PW-2
Special connection size: _____		(Call)			PW-SPEC

Water: (Service outlet 1" quick disconnect. For equipment only.)					
First connection	\$150.00	\$187.50			PD-1
Additional connections	\$52.00	\$65.00			PD-2
Special connection size: _____		(Call)			

Note: Pressure may vary. No guarantee can be made of minimum pressures. If pressure is critical, exhibitor should arrange to have a pressure regulator valve installed.

Fill and Drain (One time fill only. Labor charge of \$75/hr for additional fills)					
1 - 5 Gallons	\$15.00	\$25.00			PWD-5
6 - 15 Gallons	\$75.00	\$93.75			PWD-15
16 - 70 Gallons	\$110.00	\$137.50			PWD-70
71 - 100 Gallons	\$156.00	\$195.00			PWD-100
Over 100 Gallon increments will be billed at \$25.00 per 100 Gallons added.					PWD-SPEC

Labor: (Minimum 1 hour)					
Monday - Friday	\$75.00	per hour			P-Labor
Saturday, Sunday and Holidays	\$140.00	per hour			P-Labor OT

PAYMENT IN FULL IS REQUIRED WITH YOUR ORDER. *PAYMENTS NOT RECEIVED 21-DAYS PRIOR TO MOVE-IN DATE WILL BE COLLECTED AT THE STANDARD RATE. SERVICE WILL NOT BE PROVIDED UNTIL PAYMENT IS RECEIVED. PRICES ARE SUBJECT TO CHANGE AT DISCRETION OF THE OCC.

Total Amount Due			\$	_____
Customer acceptance of terms and conditions (Signature): _____			Date	_____
OCC Use: Exhibitor No. _____	Payment received: _____	Date	_____	