

**GENERAL REGULATIONS**

1. **THERE WILL BE NO RESALE OR SHARING OF ANY ELECTRICAL SERVICES PURCHASED.**
2. All order form information must be completed in full for the order to be processed. Incomplete order forms could result in processing and service installation delays.
3. **ADVANCE ORDERS:** To receive advance rates, orders and payment must be received a minimum of 14 days prior to the first scheduled move-in day.
4. **CREDIT WILL NOT BE GIVEN FOR SERVICE INSTALLED AND NOT USED.** Notice of cancellations must be received prior to scheduled move-in day in order to receive credit.
5. Rates quoted for all connections cover only the installation of the service to the booth in the most convenient manner as determined by the Charleston Area Convention Center (CACC) and DO NOT include connecting equipment to provided services. Special placement or relocation of service will result in a pre-paid labor charge.
6. All materials and equipment furnished by or rented from the CACC shall remain within the Facilities and shall not be removed.
7. Under NO circumstances shall anyone other than the CACC Technical Personnel open any floor box or make any modifications or alterations to any equipment or materials furnished by the CACC.
8. **OBSTRUCTIONS BLOCKING UTILITY FLOOR BOXES ARE SUBJECT TO RELOCATION AS NECESSARY.** Unless otherwise directed, CACC personnel are authorized to cut floor coverings to permit installation of service.
9. Claims will not be considered unless filed in writing prior to close of the show.
10. Prices are subject to change without notice.

**SERVICE INSTALLATION AND EQUIPMENT**

1. CACC reserves the right to refuse connection to any exhibitor whose equipment is deemed unsafe by the CACC Electrical Supervisor.
2. All equipment, regardless of source of power, must comply with the National Electrical Code, all Federal, State and Local Safety Codes.
3. Use of open clip sockets, latex or lamp cord wire, unapproved duplex or triplex attachment plugs in exhibits is prohibited.
4. Wall, column and permanent building utility outlets are not a part of booth space and are not to be used by exhibitors unless specified otherwise.
5. Under NO circumstances shall anyone other than the "House Electrician" make electrical connections to house equipment.
6. Special equipment requiring company engineers or technicians for assembly, servicing, preparatory work and operation may be executed without the "House Electrician", however, all service connections and overload protection to such equipment must be made by the "House Electrician" only.
7. All equipment must be properly tagged or marked with complete information as to the type and/or amount of current, voltage, phase, frequency, horsepower, etc. required.
8. All exhibitors' 120v cords must be of the 3 wire, grounded type. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.
9. All electrical services are to be billed to the next greatest wattage for the load connection; i.e. 15amp 208v single phase = 20amp 208v single phase.
10. Power needed to assemble and disassemble your exhibit must be purchased.

## CHARLESTON AREA CONVENTION CENTER



### HOW TO ORDER ELECTRICAL SERVICES

We at the Charleston Area Convention Center hope the information provided in this section of our CACC website will put you at ease as you order temporary electrical utility services for your next event. However, do not hesitate to contact us at 843-529-5026 if we can be of further assistance.

**Option 1 – Ordering Low Power Services:** 120 volt outlet up to 2400 watts/20 amps (low power on the Service Order form)

#### ***Description:***

Any piece of equipment that plugs into a standard wall outlet, in your home or office "in the U.S.", will require 120 volt power. This includes lights, most office equipment, residential cooking appliances and motors. Please note that some will be rated in wattage and some will be rated in amperage.

#### ***What to look for:***

You can determine the rating by looking on the back or bottom of your equipment for a plate or stamp that many times will appear as listed below:

120V 1PH 60 Hz 1000W
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**120 Volt Single Phase**  
**60 Cycles (USA) 50 Cycles (Europe)**  
**1000 Watts**

120V 1PH 60 Hz 15A
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**120 Volt Single Phase**  
**60 Cycles (USA) 50 Cycles (Europe)**  
**15 Amps**

#### ***Calculating your low power needs:***

Determine the total wattage of your equipment and order the appropriate 120 volt power.

**Example:** For your lights, simply total the wattage of each bulb. If you have ten (10) 100 watt lights, you would order (1) 1000 watt outlet.

**Please note:** The Center's standard outlet is 20 amp / 2400 watt. You should only load this to a 16 amp / 2000 watts to avoid tripping. If equipment needs exceed the above listed amount, an additional connection must be ordered.

#### ***Labor:***

Normally, no additional labor, from the Center, will be required for low power.

**Option 2 – Ordering High Power Services:**

208 volt and 480 volt power (high power on the Service Order form)

**Description:**

Equipment requiring high voltage power ranges from heavy machinery to industrial cooking devices. They are usually rated at 208 volt, however; other typical voltages are 220 volt, 230 volt and 480 volt.

**Center Limitations:**

Unfortunately, we do not have 220 or 230 volt available. However, most equipment will operate using 208 volt supply.

**What to look for:**

You can determine the rating by looking at the back or bottom of your equipment. It will tell you the amperage, voltage and phasing. Many times the stamp will appear as listed below:

208V 30A 3PH
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**208 Volt  
30 Amps  
Three phase**

230V 20A 1PH
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**230 Volt  
20 Amps  
Single phase  
Your equipment may be labeled 230v. MOST equipment is fully functional on 208 volts.**

**Calculating your needs:**

Please note that based upon the rating, order a separate connection for each piece of equipment.

**Example:** If you have two – 30 amp / 208 volt pieces of equipment, you may order a three phase 60 amp, as long as both pieces of equipment will be in the same booth and available for hookup at the same time.

**Center Labor Requirements:**

Labor will be required if you have a specific layout for your booth that requires specific points for power to be located.

Please refer to our Electrical Service order form for information on electrical technician labor.

**General Information for Low and High Power:**

In line and peninsula booths will find their outlets located on the floor at the rear drape line of the booth. Island booth outlets are brought to "one" location, by the Center, in the booth and then you can distribute from that point.