



ELECTRICAL SERVICES

MAIL OR EMAIL WITH PAYMENT TO:

Las Cruces Convention Center

680 E University Drive

Las Cruces, NM 88001

Phone: (575) 526-0100

Email: services@meetinlascruces.com

Cardholder signature authorizes the Las Cruces Convention Center to charge any unpaid balance to the credit card on file. Orders received are on a first-come first-serve basis. We process credit card payments upon receipt. Any incomplete information may delay processing. Please PRINT CLEARLY in blue or black ink only.

BILLING INFORMATION

FIRST NAME:		LAST NAME:		
COMPANY:		EVENT NAME:		BOOTH NUMBER:
ADDRESS:		CITY:	STATE:	ZIP CODE:
PHONE NUMBER:		FAX NUMBER:		
EMAIL ADDRESS:				

PAYMENT INFORMATION

At this time we are no longer accepting payment(s) via email or fax. To process your payment, please call our Administration office at 575-526-0100 to arrange for payment over the phone. If you are mailing your payment via check, please include the appropriate 8.3125% tax where applicable to prevent any delays in processing. Make checks payable to "Las Cruces Convention Center." Feel free to contact us via phone or email should you have any question regarding your order.

The Advanced Rate will only be applied to all items ordered prior to the scheduled event move-in date. Any items ordered during the event move-in or after will be subject to the Floor Rate.

ELECTRICAL SERVICES

STANDARD ELECTRICAL DROP				
QUANTITY	ITEM	ADVANCED	FLOOR	SUBTOTAL
	20 AMPS	\$75.00	\$110.00	

RENTAL ITEMS				
QUANTITY	ITEM	ADVANCED	FLOOR	SUBTOTAL
	50 FT. CORD	\$15.00	\$20.00	

SINGLE PHASE 208V				
QUANTITY	ITEM	ADVANCED	FLOOR	SUBTOTAL
	20 AMPS	\$155.00	\$252.50	
	30 AMPS	\$191.00	\$327.50	
	40 AMPS	\$226.00	\$389.00	
	50 AMPS	\$261.00	\$455.00	
	60 AMPS	\$305.00	\$515.00	

SUBTOTAL FOR ELECTRICAL SERVICES AND RENTAL ITEMS:		
TAX (8.3125%):		
TOTAL AMOUNT DUE:		

3 PHASE 208V				
QUANTITY	ITEM	ADVANCED	FLOOR	SUBTOTAL
	20 AMPS	\$191.00	\$320.00	
	30 AMPS	\$244.00	\$419.00	
	40 AMPS	\$297.00	\$518.50	
	50 AMPS	\$350.00	\$618.50	
	60 AMPS	\$403.00	\$794.50	

IMPORTANT!

- Payment in full must be rendered before service is connected.
- 24 Hour Power & Dedicated Circuits Available.
- On dedicated circuits, 20 amps minimum.
- To receive Advanced prices, we must receive your order and full payment before scheduled event move in date.
- No credits will be issued on any order once installed, even though not used.
- Electricity will be turned on within 30 minutes of show opening and off within 30 minutes after the show has closed.
- There is a minimum labor charge of one (1) hour for installation of island booths and 208 volts or higher services.
- Island booths must provide a scaled floor plan including booth orientation showing location of electrical outlets, connections, and lighting equipment.
- 480 volt available upon request.

The undersigned hereby declares that the billing information listed above is true, accurate and appears in the name as stated and authorization is hereby given to the above named individuals to use these cards for purchases from the Las Cruces Convention Center. Further, I authorize my credit card company to accept and to charge to my account for purchases initiated by the above named individual(s). This authorization will remain in effect until payment has been processed and received in full for services rendered to the Las Cruces Convention Center.

Cardholder's/Authorized Signature: _____

Date: _____