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Exclusive Service Provided by Tampa Convention Center  
Email: [TCC.Exhibitservices@TampaConventionCenter.com](mailto:TCC.Exhibitservices@TampaConventionCenter.com)

# TAMPA CONVENTION CENTER PLUMBING SERVICE ORDER

SEE REVERSE SIDE FOR RATE, PAYMENT POLICIES, AND REGULATIONS

Event Name/Date(s) \_\_\_\_\_ Booth #: \_\_\_\_\_ Standard \_\_\_ Island \_\_\_  
 Company/Organization: \_\_\_\_\_ Contact Person: \_\_\_\_\_  
 Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_ Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

One-time water fill and drain for spas, pools, aquariums, pumps, reservoirs, etc. Prices are on a per items basis.	INCENTIVE RATE	STANDARD RATE	QUANTITY	AMOUNT
0-49 gallons	30.00	45.00		
50-99 gallons	55.00	82.50		
100-199 gallons	80.00	120.00		
200-499 gallons	105.00	157.50		
Each Additional 100 gallons	29.00	33.00		
Water line only 1/2"-2"	175.00	262.50		
Drain line only 1/2"-2"	150.00	225.00		

Additional connections are charged on a time and material basis.

Air outlets will be installed at rear of booth, terminating 1/2" female pipe thread with shut-off valve. Connections more than 20 ft. requires additional air lines.	INCENTIVE RATE	STANDARD RATE	QUANTITY	AMOUNT
Air Outlet to Booth (with valve)	195.00	343.50		
Each CFM	5.00	7.50		

Specify: 1. Connection size required: \_\_\_\_\_ 2. Total Connections: \_\_\_\_\_  
 3. PSI required: \_\_\_\_\_ 4. Continuous: \_\_\_\_\_ or Intermittent: \_\_\_\_\_

Labor	INCENTIVE RATE	STANDARD RATE	QUANTITY	AMOUNT
Straight time = 7am-11pm 7days a week	45.00	67.50		
Overtime = 11pm-7am 7days a week	90.00	135.00		

<b>SUB-TOTAL</b>	
<b>SALES TAX (7%)</b>	
<b>TOTAL</b>	

**Note:** Island Booths: A scaled floor plan **must** accompany orders showing locations of service.  
**Orders will not be processed unless accompanied by required floor plans.**

FORM OF PAYMENT PAYABLE TO THE CITY OF TAMPA				
Check <input type="checkbox"/>	Cash <input type="checkbox"/>	Visa <input type="checkbox"/>	MasterCard <input type="checkbox"/>	AMEX <input type="checkbox"/>
Account Number:			Exp. Date	
Name (Please Print)				
Cardholder Signature				
<i>I also authorize charging any unpaid balances to my credit card.</i>				

TCC USE ONLY	
Date Received	
Amount Paid	
Balance Due	
Date Processed	
Processed By	
Page	of

To receive incentive rates, payment must be received **21** days prior to first show day.

## Plumbing Service Instructions

**Complete the Order Form and retain a copy for your records.  
Mail or fax a copy of the Order Form and FULL PAYMENT to:**  
CITY OF TAMPA/TAMPA CONVENTION CENTER  
ATTN: Exhibit Services Department  
333 S. Franklin Street  
Tampa, FL 33602  
Fax: 813-274-7859

### Rate Policy

1. INCENTIVE RATES require that order forms, floor plans, AND full payment MUST be postmarked a Minimum of 21 CALENDAR DAYS PRIOR to the first day of show. STANDARD RATES will apply after the deadline. Purchase orders are not accepted in lieu of payment.
2. Rates include equipment rental.
3. Rates are for entire show.

### Cancellation Policy

1. Notification of cancellation of services MUST be postmarked in writing a MINIMUM of 14 days prior to the first scheduled show date to receive a full refund, less a \$50 administrative fee.
2. No refunds will be given for services installed and not used.
3. The Center will not refund overpayments, except sales tax, in amounts less than \$15.00, unless specifically requested in writing.
4. There will be a \$25 service charge on all returned checks.

### Payment Policy

1. 100% payment (in U.S. currency ONLY) must accompany each order - Company, certified, or cashier's check payable to the City of Tampa/Tampa Convention Center. No personal checks, please. Credit Cards accepted: Visa, MasterCard, and AMEX.
2. Plumbing Service not received by exhibitor must be reported to the Service Desk PRIOR to the opening of the event to receive a refund.
3. Payment for additional on-site materials/labor is due when service is rendered.
4. If by any reason of any default on the part of the TCC lessee or exhibitor hereunder, it becomes necessary to engage an attorney, the TCC lessee or exhibitor agrees to pay all costs, expenses and attorney's fees expended or incurred by the City/TCC in connection therewith. The City/TCC will not be responsible for strikes, accidents, fires, acts of God, terrorism or delays beyond its control.
5. Upon check-in, with a personal and/or company credit card, a Credit Card Authorization Form must be completed and will be kept on file until the close of the event for unanticipated charges.

### General Information

1. At the close of the event, all water and air lines will be shut off.
2. Services are rendered during show hours only. 24-hour plumbing service can be provided if ordered a minimum of 7 days in advance at two times the rate of service ordered.
3. It is necessary that orders be received AT LEAST 14 DAYS PRIOR to opening of show to assure installation in time for opening. Not all booths are located next to a water, drain or air line, please contact Show Management for a booth assignment next to one of these locations.
4. TCC technicians will NOT be responsible for moisture or water in airline. Exhibitor should supply own filter or other equipment to handle moisture or water. TCC technicians should have 14 DAYS NOTICE, if we are to supply special regulators or filters on a rental basis only. If pressure is critical, exhibitor should arrange to have a pressure regulator valve installed.
5. All plumbing and air service will be located at the rear of the booth. Labor and material required to relocate service will be charged a minimum of one hour at the hourly rate. Additional connections are charged on a time and material basis. Air outlets will be terminated in ½" female pipe thread with shut-off valve. Connections more than 20 ft. require additional air lines.