



HVAC Service Order Form

Albany Capital Center, ASM Global
 55 Eagle Street, Albany, NY 12207
 Phone: 518-487-2155 Fax: 518-487-2250
 Email: accounting@albanycapitalcenter.com

OFFICE USE ONLY

Name of Event: _____ Event Dates: _____ Booth #: _____
 Company Name: _____ Phone #: _____ Fax #: _____
 Contact Person: _____ Date: _____

***Advance Rate applies if ordered two (2) weeks prior to load in date.**

WATER AND DRAIN SUPPLY (NON-POTABLE)				
Quantity	Water (cold) up to 500 gallons	Advance Rate*	Standard Rate	Amount
	1 st connection	\$260.00	\$311.00	
	Each Additional Connection	\$130.00	\$156.00	
	Each Additional 100 gallons	\$12.00	\$12.00	

Payment Information:

Check #:	Amount of Check:
Billing Address: _____ City: _____ ST: _____ Zip: _____	
Amer. Exp. Visa Master Card Discover CC#: _____	
Name on Card: _____ Exp. Date: _____ Security Code: _____	
Billing Address: _____ City: _____ ST: _____ Zip: _____	
Email Address: _____	
I Authorize Albany Capital Center, ASM Global to charge my credit card for services listed above.	
Authorized Signature: _____	

DO NOT send form to your decorating company.
Please read the policies on the second page of this form.

Please attach floor plan for specific installation.
 Instructions:

L

**Standard
Booth**

R

What size is your booth? _____



Terms & Conditions HVAC Service

1. Payment in full must be rendered prior to delivery service.
2. All order forms must be completed fully in order to process.
3. Advance order payment guarantee discount rate only, not availability of service.
4. Advance orders must be received a minimum of two (2) weeks prior to scheduled move in date. Date payment is received by the ACC will determine applicable rate.
5. Refunds will not be given for services installed but not used.
6. Changes of orders after installation may be subject to labor charges.
7. All materials and equipment furnished by ACC for the service order shall remain the property of ACC and shall be removed only by the ACC staff as the close of the event.
8. Rates and quotes for all connections cover the delivery service to the booth/space in the most convenient manner and do not include connecting equipment and special wiring. Request for special services such as placing cords or relocating service(s) will be subject to additional labor charges.
9. Service outlet size will be determined by the volume required.
10. Walls, columns, and permanent building utility outlets are not part of booth space and are not to be used by exhibitors.
11. Service aisles must be kept clear at all times for access to utility boxes.
12. Claims will not be considered unless filed by the exhibitor prior to the close of the event.
13. All equipment to be connected by the ACC technicians must comply with the federal, state, and local safety codes.
14. Under no circumstance should anyone other than a ACC technician make a service connection.
15. HVAC service will be turned on one (1) hour prior to show opening and turned off at event closing each day.
16. ACC is not responsible for equipment that is not powered down correctly at the end of each day.
17. Unless otherwise directed, ACC personnel are authorized to enter the booth for utility box access and/or to cut floor coverings to permit installation of service.

Fax or email this form directly to the Albany Capital Center.

DO NOT send this form to your decorating company.

Fax: (518) 487-2250

Email: accounting@albanycapitalcenter.com

Advanced order receipts will be emailed to the email address provided in the Payment Information section. Please include an email address in this section to receive your receipt.