

Dear Exhibitor,

Welcome to the Duke Energy Convention Center! We're excited to have you for the upcoming 2019 Cincinnati Home and Garden Show.. Our goal is to provide our clients, exhibitors and guests with an experience that goes above and beyond their expectations. We are fully committed to delivering the highest level of building management and operations in the industry.

The Duke Energy Convention Center is the exclusive utilities and carpet cleaning provider. The following services are available through the DECC: electric, electrical equipment and accessories, utilities, carpet cleaning and porter service.

Additionally, orders can be placed directly with our exclusive and preferred on-site partners:

- Spectra Food Services (exclusive)
 - Catering needs or sampling approval-Kathy Heyman, Catering Sales Manager : (513) 419-7262
- Smart City (exclusive)
 - Internet (Wi-Fi) and telecommunications: (513) 419-7202
- Prestige AV & Creative Services (preferred in-house, onsite provider)
 - Booth / Banner hanging and AudioVisual Equipment rentals - DECC@prestigeav.com or (513)419-7326
 - Exclusive rigging labor provider for Ballrooms
 - Exclusive rigging labor provider for booth / exhibit hall over 200 pounds

How to Order Electric (service and equipment), Utilities and Cleaning Services

To become more "green" and preserve the environment we no longer use paper order forms. Please [click here](#) to place your order. *Please note:* you will be prompted to provide your booth number, however if you do not have this information, you may still continue.

Event or Show: 2019 Cincinnati Home and Garden Show
Advance Rate Deadline Date: January 28th, 2019

Important Note: The *advance rate deadline date* presents an opportunity to save a considerable amount of money. Orders not received prior to the advance rate deadline date will receive floor pricing.

Please be advised that the DECC does not provide drayage services, nor do we have storage space available on-site. No merchandise/freight will be accepted by DECC personnel. Please see your show management contact or coordinator for further instructions on scheduling shipments to and from the facility.

If you have questions about any of the above services, please refer to our **FAQ tab** on our website under "EXHIBITORS". Please do not hesitate to contact exhibitor services at DECC-ExhibitorServices@comcastspectacor.com or (513) 419-7317. We look forward to having you at the Duke Energy Convention Center. Have a wonderful event!

Sincerely,

Melissa Hephner

Exhibitor Services Manager
513-419-7317

Electrical Service

- All equipment regardless of source of power must meet federal, state and local safety codes.
The DECC reserves the right to refuse connection or to disconnect equipment deemed unsafe.
- Electrical service ordered is (1) connection point (outlet) for each service ordered. If additional outlets are needed, exhibitor may provide or rent a power strip to divide the purchased service, provided the service capacity purchased is not exceeded and safety is not compromised.
- Advance orders (*orders received 21 days in advance of move-in*) will receive priority service, however this **does not guarantee that the service(s) will be installed prior to exhibitor move-in.**
- Services ordered during exhibitor move-in may not be installed/completed before the show opens.
Orders will be processed and installations completed on a first-come, first-served basis.
- Service will be available once installed and remain on during show hours. Special arrangements for early connect and/or late disconnect must be made in advance. ***24 Hour Service available upon request**
- Unless otherwise specified, all non-vendor booth (Show Management requirements) electric and/or utilities will be installed on a time and materials basis.
Unless otherwise specified, all vendor booth electric and/or utilities will be installed at a single location (see service location fees below for specific or multiple location requirements)
In-Line or End-Cap Booth main service will be provided in the utility area behind your booth
Island Booth main service will be provided in the most convenient location for DECC installation
- Service Location Fees (apply to specific or multiple locations within booth):
Require a detailed booth layout or scaled drawing identifying
 - The "Main Drop"
 - Two dimensions (from end and side of booth) to each service location
 - The service required at each location
 - Surrounding aisle or booth numbers to determine booth orientation***Installation of services will NOT be started until this information is received**
Refer to Online Ordering, Exhibitor Services Order Form or Show Management Rate Sheet for prevailing rates
***Note: (Additional charges apply for: Terminating connections on vendor or client supplied equipment; Running utilities through structures; or under carpet installations AFTER carpet has been installed) (Installations for other than inside standard vendor booth locations will be charged at Time and Material rates. Examples are registration areas, lead retrieval areas, meeting rooms, etc.)**
- Requests for special voltage and/or other "special requirements" must be received by DECC 30 days prior to scheduled exhibitor move-in. Requests received within 30 days of show move-in will be filled based upon equipment and labor availability.
- All material and equipment furnished by the DECC shall remain the property of the DECC and shall be removed ONLY by DECC technicians at the close of show.
- Unless otherwise directed, DECC staff are authorized to cut floor coverings to permit installation of services.
- Electrical cords must be "Hard Service" 3 wire grounded type (SO, SPT, SJO, etc.) and free of damage.
Use of open clip sockets, zip cords, latex or lamp cord wire, "romex", household extension cords or unapproved duplex or triplex attachment plugs in exhibits are prohibited.
- All cords installed under carpet must be type SPT3 flat, 12 gauge or heavier. No round cords are permitted under carpet.
- DECC conducts an installation audit of power supplied. Clients using power or other services not ordered will be required to pay on site to continue service.
- Walls, columns and permanent building utility outlets are not a part of the booth space and are not to be used by exhibitors unless approved by the DECC.
- Obstructions blocking utility floor boxes are subject to relocation as necessary.
***No storage of any kind is permitted in utility space behind pipe and drape.**
- In providing services requested, neither the DECC, nor its officers, employees, agents, contractors nor subcontractors shall be liable to the Customer for any damages, including special, incidental, or consequential damages for loss, damage or expense, directly or indirectly arising from the Customer's use or inability to use the services herein requested, or for commercial loss of any kind (including loss of business or profits) whether or not the DECC has been advised of the possibility of such damage or loss.

Utilities (Water, Air, Natural Gas) - *Services only available in limited areas on the 1st Floor Exhibit Halls/Loading Dock

- Water, Air, and Natural Gas are NOT available on levels 2 or 3 of the Convention Center
- All equipment, regardless of source of power, must meet federal, state and local safety codes.
The DECC reserves the right to refuse connection or disconnect if equipment is deemed unsafe.
- Where applications require regulation of pressure, flow or moisture content, the exhibitor is responsible for supplying the necessary regulators, traps, separators, conditioners, etc.
- All equipment must be properly tagged or marked with appropriate requirements/tolerances regarding pressure, flow, capacity, rate of fill and/or other factors pertinent to safety.
- All material and equipment furnished by the DECC for this service order shall remain the property of the DECC and shall be removed ONLY by DECC technicians at the close of show.
- Unless approved by Show Management AND our Events Services department, service required to cross an aisle will not be installed.
- In providing services requested, neither the DECC, nor its officers, employees, agents, contractors nor subcontractors shall be liable to the Customer for any damages, including special, incidental, or consequential damages for loss, damage or expense, directly or indirectly arising from the Customer's use or inability to use the services herein requested, or for commercial loss of any kind (including loss of business or profits) whether or not the DECC has been advised of the possibility of such damage or loss.

Carpet Cleaning

- Service is based on total square footage of booth space (not carpet size) per day.
- Advance orders (*orders received 21 days in advance of move-in*) will receive priority service.
- Credit will not be given for services already completed.
- Payment in full must be received prior to service.
- In providing services requested, neither the DECC, nor its officers, employees, agents, contractors nor subcontractors shall be liable to the Customer for any damages, including special, incidental, or consequential damages for loss, damage or expense, directly or indirectly arising from the Customer's use or inability to use the services herein requested, or for commercial loss of any kind (including loss of business or profits) whether or not the DECC has been advised of the possibility of such damage or loss.

Payment

- Service orders and payment IN FULL must be received (21) days prior to the show move-in date to receive advance rate pricing, otherwise floor rate pricing will apply.
- Payment in full is due at time services are ordered.
- Arrangements for payment of Labor & Services must be made before service is installed.
- Credit will not be given for services installed and not used.
- Claims will not be considered unless filed in writing by the exhibitor prior to the close of show.
- Our Cancellation Policy is as follows:
 - If cancellation occurs before installation and more than 6 days prior to the first scheduled move-in day: 90% refund.
 - If cancellation occurs before installation and less than 6 days prior to the first scheduled move-in day: 75% refund.
 - If cancellation occurs after installation or after the start of the first scheduled move-in day: NO REFUND.
- Prices are based on current wage rates and subject to change without notice.

Duke Energy Convention Center

ELECTRICAL RATE SHEET

****Requests made at least 21 days in advance of the first contractual/move-in date will receive the advanced rate, otherwise the floor rate will apply. For specifications, special adapters and connections please call Exhibitor Services 513-419-7317.**

Electrical Services

Type	Advance Rate	Floor Rate
120 volt 5amp	\$65	\$130
120 volt 10amp	\$80	\$145
120 volt 15amp	\$95	\$160
120 volt 20amp	\$110	\$175
120 volt 30amp	\$150	\$225

Single Phase

208 volt 20amp	\$175	\$350
208 volt 30amp	\$225	\$410
208 volt 50amp	\$250	\$610
208 volt 60amp	\$375	\$615
208 volt 100amp	\$575	\$700
208 volt 200amp	\$1,100	\$1,600
208 volt 400amp	\$1,350	\$1,900

Three Phase

208 volt 20amp	\$225	\$525
208 volt 30amp	\$325	\$565
208 volt 50amp	\$425	\$840
208 volt 60amp	\$500	\$850
208 volt 100amp	\$725	\$1,250
208 volt 200amp	\$1,250	\$1,750
208 volt 400amp	\$1,600	\$2,100

Connector

277/480 Volt		
20amp (L22-20)	\$500	\$750
30amp (L22-30)	\$550	\$800

No Connector

277/480 Volt		
40 amp	\$600	\$850
60 amp	\$750	\$950
100 amp	\$1,100	\$1,300

Lighting Scene

\$60	\$60
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Electrical Equipment

Type	Advance Rate	Floor Rate
Extension Cord (15', 25', 50')	\$20	\$35
Power Strip	\$20	\$35
Tri-Tap (3 outlets)	\$10	\$15
Adapters	\$25	\$50
Camlock (adapter) (Pin & Sleeve Connector Pole)	\$50	\$75
Festoon Cable	\$50	\$75
Gaffers Tape	\$30	\$40
Disconnect Switch	\$100	\$150
1 lamp pole light	\$85	\$85
2 lamp pole light	\$90	\$90
3 lamp pole light	\$95	\$95
4 lamp pole light	\$100	\$100

Labor

Type	Advance Rate	Floor Rate
One Location Only (Complete & Submit Booth Layout Form)	\$60	\$90
More than one Location Within Booth (Complete & Submit Booth Layout Form)	\$40 each	\$60 each
More than 10 Locations Within Booth (Complete & Submit Booth Layout Form)	\$35 each	\$60 each
Technical Labor (M-F 8a-5p)	\$60/HR	\$60/HR
Technical Labor (Nights/Weekends)	\$110/HR	\$110/HR

***Service Location Labor refers to the # of locations you will require power within your booth. Labor must be ordered if more than one location of electric is needed.**

**Please Note:

- Equipment is subject to applicable Ohio State sales tax (7.00%).
- Rates, equipment and/or services are subject to change prior to Licensee agreement.
- All materials and equipment furnished by the DECC shall remain the property of the DECC and shall be removed only by the DECC at the close of the show.
- Equipment not returned is subject to the rental rate plus the replacement cost.



Smart City Wireless Services

Duke Energy Convention Center

Exhibitor Internet
Wireless connectivity for event facilities

Already a member?
Smart City

Email (Login)

Password

LOGIN

Pricing is for a single device
\$ 79.99 plus tax for 1 day

BUY NOW

Visa MasterCard American Express Discover

Smart City
Leads
Telecom

Visit our Blog

This wireless up/down pe
Please note
Exhibit Hall
are sold on
named Insta
ballrooms).

WiFi Connection Guide

- Open your browser (Internet Explorer, Firefox, Safari, or other standard browser). You should see a page resembling the graphic shown.*
- If this is your initial purchase, enter your username (email address) and password in the area shown on the left and click BUY NOW. Follow additional prompts to complete your purchase or log-in. Refer to service options and limitations shown to the right.
- If you have already created an account and are returning for an additional session, click LOGIN.

*If you do not see the above screenshot when you open your browser, please refresh your browser. If you still do not see this page you may need to manually select the SSID (network name) by following your computer's procedure for viewing and selecting a wireless network. The Smart City SSIDs to look for are "Exhibitor Internet" or "Instant Internet".

Wireless Options

Depending on where you are in the facility, you will see one or both of the following SSIDs (network names). Although you may see both Exhibitor and Instant Internet, they are not actually supported in all areas. These networks are supported only in the areas designated below. Choose the option which best suits your location and requirements.

• Exhibitor Internet

Available throughout the convention center.

*Connectivity speeds up to 1.54Mbps up/1.54Mbps down.

5 GHz wireless frequency only

- 1 day for \$79.99
- 3 day for \$227.97 **5% discount**
- 5 day for \$359.95 **10% discount**

• Instant Internet

Available in the Espresso Café and on the second and third floors of the convention center.

*Connectivity speeds up to 768k up/768k down.

- 1 day for \$12.95

• Free Internet

Available in the Espresso Café, outside meeting rooms 235 & 237, and outside Junior Ballroom C & D.

*Connectivity speeds up to 256k up/256k down.

* Each purchase is limited to one device. One account cannot be shared among multiple devices simultaneously.

Questions?

For questions regarding wireless services or any of the other wired Internet and telephone services we provide, please call Smart City at 888-446-6911 or visit us online at www.smartcitynetworks.com



Exhibitor Company Name:	Show Name:
Billing Company Name:	Show Dates: / / To / /
Billing Company Address:	Incentive Order Deadline: 14 Days Prior to 1st Day of Show Move-in
City, State / Country, Zip:	Booth / Room #:
Contact Name:	Phone Number: () -
Contact Email:	Cell Number: () -
On-Site Contact:	On-Site Number: () -

**When your order is processed, you will receive an email with a link to Smart City Networks payment portal.
Payment in full is required prior to the event.**

With execution of this document the Customer hereby authorizes Smart City to provide services as requested herein, is authorized to request such services and acknowledges full and complete understanding of the Terms and Conditions and Attachments.

View complete Terms & Conditions at: orders.smartcitynetworks.com/tc.aspx?center=099

Print Authorized Name Accepting Terms and Conditions:	Authorized Signature Accepting Terms and Conditions:
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<p>Dedicated Wired Internet Routers Allowed</p> <p>Connection speeds of 3Mbps and up</p> <p>Required for:</p> <ul style="list-style-type: none"> • Web Casting • HD Streaming • Routers(wired or wireless) <p>Includes 5 Static Public IP Addresses</p>	<p>Broadband Wired Internet No Wired or Wireless Routers</p> <p>Shared, Connection speeds 1.5mbps Burstable to 3mbps, DHCP</p> <p>Recommended for:</p> <ul style="list-style-type: none"> • Internet Applications • Social Media • Multi Media Downloads <p>Includes 1 Private IP Address</p>
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Wireless services are NOT included on this form – please contact us for specific rates

ORDER ONLINE: orders.smartcitynetworks.com/ordering.aspx

*****Incentive rate applies to orders received with payment 14 days prior to 1st day of show move-in*****

1. Shared Internet Services – Routers Prohibited		QTY	Incentive	Base	On-Site	Total
a. Broadband Internet Service			\$895	\$1,140	\$1,368	
b. Additional Device for Broadband Service, Per Device Up to 4			\$185	\$220	\$255	
If you require 6 or more devices – Please call (888) 446-6911.						
2. Dedicated Internet Services – Routers Supported						
a. Dedicated 3Mbps			\$3,495	\$4,370	\$5,244	
b. Dedicated 6Mbps			\$5,900	\$7,375	\$8,850	
c. Dedicated 10Mbps			\$7,850	\$9,810	\$11,772	
d. Upgrade to 29 Public Static IP Addresses			\$995	\$1,194	\$1,433	
Higher Bandwidth Services Available – Please call (888) 446-6911 for quote.						
3. Internet Equipment & Labor						
a. Switch Rental – up to 24 ports			\$185	\$225	\$270	
b. Patch Cable (up to 50') – Cat5e			\$50	\$62	\$74	
c. Labor / Floor Work – Fee Per Hour			\$125	\$125	\$125	
4. Voice Services: PBX Service – Domestic LD Included						
a. Single Line – <input type="checkbox"/> Instrument, <input type="checkbox"/> Non Dial 9, <input type="checkbox"/> Int'l LD			\$275	\$345	\$414	
b. Multi-line Phone w/ 1 main number & 1 rollover line			\$415	\$520	\$624	
c. Speaker Phone Line w/ Polycom Instrument			\$465	\$575	\$690	
5. Special Quote – Attachment A or Statement of Work (if applicable)						
6. Distance Fee of \$500 Internet / \$100 Telephone for each line outside the convention venue x (number of lines)						
For extension of 3rd party data circuits (ISDN, DSL, T-1, DS3, Ethernet) please call for quote.						
Make Checks Payable to SMART CITY NETWORKS				SUBTOTAL		
Send Completed Orders with Payment To:				ESTIMATED 10% TAX / FEES		
5795 W. Badura Avenue, Suite 110 Las Vegas, NV 89118				GRAND TOTAL		
(888) 446-6911 FAX (702) 943-6001 csr@smartcity.com						

Effective January 1, 2018 – December 31, 2018

Customer No: **2018 - 019 -**

Network Security Declaration

Center: **Duke Energy CC (019) - OH**

Show: _____

Company Name: _____

Booth / Room #: _____

Customer / Ref #: **2018 - 019 -**

The Network Security Policy implemented for this Facility requires Customer(s) adherence to several necessary precautions in order for Smart City to maintain a healthy, viable network for all Customers. This declaration of compliance with the security requirements as noted herein is an acknowledgement of Smart City's filtering policies and must be completed, signed by an authorized Customer representative and mailed or faxed to Smart City prior to the requested network service(s) being activated for Customer's usage.

Network Security Policy:

Smart City requires that all devices directly or indirectly accessing Smart City's network(s) have the latest virus scan software, Windows® security updates, system patches, and any other technological precautions necessary to protect the Customer(s) and others from viruses, malicious programs, and other disruptive applications. Any device(s) which adversely impacts Smart City's network(s) may cause service interruptions to Customer(s) which can lead to disconnection of the Customer's equipment from the network(s), with or without prior notice at Smart City's sole discretion. The device(s) in question will remain disconnected until all issues are adequately resolved. All charges will apply and no refunds will be given. Additional charges may apply for trouble diagnosis and / or problem resolution.

Smart City has implemented filtering policies on all Internet routers. These filters block all inbound Internet Control Message Protocol (ICMP) -- Ping, Traceroute, etc. -- destined to any Smart City Network(s). Smart City understands that Ping and Traceroute are valuable troubleshooting tools; therefore Smart City's Policy does allow ICMP (Ping & Traceroute) packets sourced from any Smart City network(s).

Further, to avoid infection by common Internet worms (Nachi, MSBlaster, LoveSAN, etc.), Smart City has implemented similar filters on the following TCP and UDP port numbers: UDP – 137, 138, 402, 1434 and TCP – 135, 139, 402, 445, 4444.

Customers requiring inbound or outbound access to any of the filtered ports, should contact a Smart City customer service representative in advance of the event with details of the specific requirements so that Smart City may consider the potential of a customized alternative.

Each Customer's business is important to Smart City and with advanced and timely notification of a Customer's needs we are confident that we can provide network services that perform as expected for all clients.

***** Please inform all show site personnel about the importance of Smart City's Network Security compliance issues *****

***** Services are activated after Smart City is in receipt of this signed declaration of compliance with our network security requirements *****

Device(s) Operating System: _____ Total # of Devices
Connecting to Smart
City's Network: _____

Type of Anti-Virus Software Installed: Norton McAfee Other: _____

Virus Scan Last Updated - Date: ____ / ____ / ____ Security Updates Last Performed - Date: ____ / ____ / ____

Are You Renting Computers? Yes No Rental Company Name: _____

Rental Company Contact: _____ Contact Number: _____

With execution of this document the Customer hereby attests that Customer provided equipment, which will be connected to Smart City's network(s) at the above noted Facility and Show / Event has been properly protected, contains anti-virus software, and the latest patches and security updates have been installed. Customer(s) also accepts the responsibility for the performance of Customer's equipment and understands the conditions placed on service delivery by this document as well as the potential that additional charges may be incurred should Customer's equipment be found to adversely impact Smart City's network(s) performance. The Customer acknowledges that this Network Security Declaration is part of the Customer Contract allowing Smart City to provide requested service(s) and is subject to change without notice.

Signature _____

Date _____

Printed Name _____

Title _____

Floor Plan – Communications Cable

Center: **Duke Energy CC (019) - OH**
Show: _____

Company Name: _____
Booth / Room #: _____
Customer / Ref #: **2018 - 019 -**

Voice and Data communications cabling. Smart City is the **exclusive installer** of Voice and Data communications cabling. Smart City provides cabling to booths, within booths (under carpet and flooring) and from booth-to-booth. Fiber Optic, twisted pair (Category 3, 5 and 6), and all other data and telecommunication cable fall under Smart City's area of expertise.

IMPORTANT!! Prior to installation of service, a complete floor plan is required. Please utilize this grid should you not have your own floor plan to send us. You may use a different floor plan for each service group (Telephone, Internet, etc.) or combine all services on one floor plan. For a floor plan to be considered complete it **must** include all the information listed below (Main Distribution Location "MDL", designated location of items within the booth, surrounding booths, scale-length and width).

Adjacent Booth or Aisle# _____

Adjacent Booth or Aisle# _____

Adjacent Booth or Aisle#

Adjacent Booth or Aisle#

X = Main Distribution Location (**MDL**) – The originating line(s) for service, whether from overhead, a floor pocket or a column, will be delivered to a "**MDL**" before being distributed within your booth. Example: Storage area, back of booth, etc. (unless specified, the default for the "**MDL**" will be the back of the booth or at Smart City's discretion, the most convenient location). All distribution of services to their final destination within the booth will originate from the "**MDL**". A per line move fee will apply to relocate services within your booth after they have been engineered and / or installed.

T = Location of Telephones, Fax lines or other telecommunications equipment "**T**".

I / H / PC / C = Location of primary Internet Service "**I**", Hubs "**H**", Patch Cables "**PC**" and / or Computers "**C**". For Smart City to perform your floor work, you will need to indicate the location of each item you want cabled. Make sure to order your floor work, hubs, and patch cables early and in advance of the show moving in.

Orientation = The Booth or Aisle #'s surrounding your booth. A minimum of one surrounding Booth or Aisle # is required (two or more would be more helpful) for Smart City to accurately install your services.

Size = Booth dimensions (example 10x10) _____. **Scale** = 1 Box is equal to _____ ft.

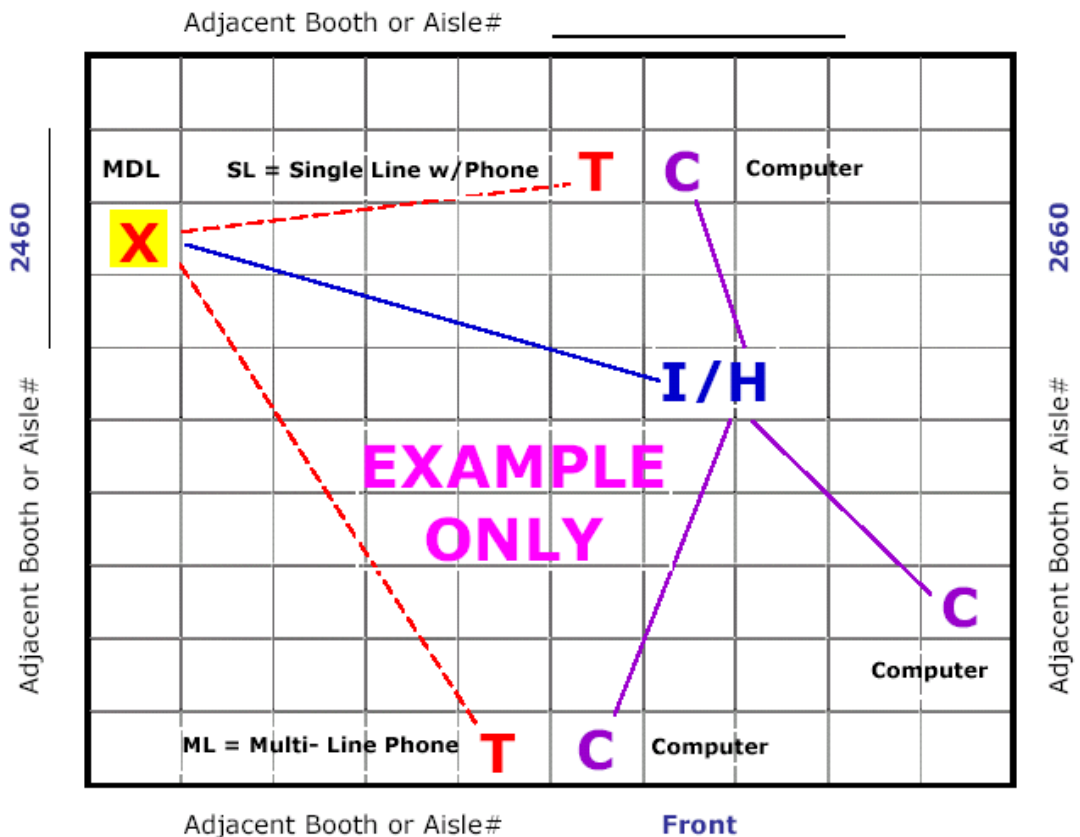
Floor Plan – Communications Cable

Center: Duke Energy CC (019) - OH
 Show: ABC EXAMPLE SHOW

Company Name: ABC EXAMPLE COMPANY
 Booth / Room #: 1234
 Customer / Ref #: 2018 - 019 - XXX - XXXX

Voice and Data communications cabling. Smart City is the **exclusive installer** of Voice and Data communications cabling. Smart City provides cabling to booths, within booths (under carpet and flooring) and from booth-to-booth. Fiber Optic, twisted pair (Category 3, 5 and 6), coaxial and all other data and telecommunication cable fall under Smart City's area of expertise.

IMPORTANT!! Prior to installation of service, a complete floor plan is required. Please utilize this grid should you not have your own floor plan to send us. You may use a different floor plan for each service group (Telephone, Internet, etc.) or combine all services on one floor plan. For a floor plan to be considered complete it **must** include all the information listed below (Main Distribution Location "MDL", designated location of items within the booth, surrounding booths, scale-length and width).



X = Main Distribution Location (**MDL**) – The originating line(s) for service, whether from overhead, a floor pocket or a column, will be delivered to a “**MDL**” before being distributed within your booth. Example: Storage area, back of booth, etc. (unless specified, the default for the “**MDL**” will be the back of the booth or at Smart City's discretion, the most convenient location). All distribution of services to their final destination within the booth will originate from the “**MDL**”. A per line move fee will apply to relocate services within your booth after they have been engineered and / or installed.

T = Location of Telephones, Fax lines or other telecommunications equipment “**T**”.

I / H / PC / C = Location of primary Internet Service “**I**”, Hubs “**H**”, Patch Cables “**PC**” and / or Computers “**C**”. For Smart City to perform your floor work, you will need to indicate the location of each item you want cabled. Make sure to order your floor work, hubs, and patch cables early and in advance of the show moving in.

Orientation = The Booth or Aisle #'s surrounding your booth. A minimum of one surrounding Booth or Aisle # is required (two or more would be more helpful) for Smart City to accurately install your services.

Size = Booth dimensions (example 10x10) 20 x 20. **Scale** = 1 Box is equal to 2 ft.

Duke Energy Convention Center

UTILITIES & CLEANING RATE SHEET

****Requests made at least 21 days in advance of the first contractual/move-in date will receive the advanced rate, otherwise the floor rate will apply. For specifications, special adapters and connections please call Exhibitor Services 513-419-7317.**

Utility Services

<u>Type</u>	<u>Advanced Rate</u>	<u>Floor Rate</u>
Water Connection (1/2" or 3/4")	\$125	\$230
Water Fill Gravity Drain		
1-100 Gallons	\$100	\$150
101-500 Gallons	\$125	\$200
501-1000 Gallons	\$200	\$300
Over 1000 Gallons	\$0.15 per gallon	\$0.30 per gallon
Drain Line (1/2" or 3/4")	\$100	\$200
Water Pump Out (Submersible Pump)	\$50	\$100
Portable Sink	\$300	\$450
Compressed Air (3/8" Line with 1/4" or 3/8" Coupler)	\$150	\$300
*Only available in Halls A/B/C on Level 1		
*Pressure Regulator or Moisture Control is Not Provided		
Natural Gas	\$225	\$350
*only available in Halls A/B along column line on Level 1		
*Please contact DECC Engineering prior to ordering		

Vacuuming & Porter Services

<u>Type</u>	<u>Advanced Rate</u>	<u>Floor Rate</u>
Booth Carpet Cleaning (Sq. Ft. = Width x Depth of Booth)	\$0.25 per Sq. Ft./Day	\$0.35 per Sq. Ft./Day
Aisle Carpet Cleaning (Linear Ft. = Carpet Length)	\$0.07 per Linear Ft./Day	\$0.07 per Linear Ft./Day
Porter Service (Trash Removal, Wipe Down, Pan & Broom)	\$20 per Day	\$20 per Day

****Information about Services:**

- If 24 Hour Service is needed, please contact us for pricing.
- Carpet Cleaning charges are based on the gross square footage of the exhibit booth space.
- Rates, equipment and/or services are subject to change prior to Licensee agreement.
- All materials and equipment furnished by the DECC shall remain the property of the DECC and shall be removed only by the DECC at the close of the show.
- Equipment not returned is subject to the rental rate plus the replacement cost.

Duke Energy Convention Center

Cincinnati Fire Department Fire Prevention & Regulations Form -Display of Gasoline or Motorized Vehicles & Equipment-

ITEMS THAT REQUIRE FIRE SPECIALIST APPROVAL:

(This form may not be required for individual booths if a significant volume of display vehicles are anticipated.)

All materials used throughout the exhibition for scenery or decoration shall be treated with an approved flame retardant product. Materials must have a certificate or receipt proving the material has been treated.

1. To use or store flammable liquids, compressed gasses or hazardous products
2. To display and/or operate any heat production, open flame, candles, lamps, lanterns, torches etc.
3. To operate any electrical, mechanical or chemical device which may be deemed hazardous by the Fire Official
4. Any auto, truck, boat, motorcycle, or other fuel propelled or powered equipment.

☐ Fire specialist must be scheduled by DECC

Event Manager to approve the stipulations below

VEHICLE INSPECTION PROTOCOL:

- ☐ Maximum amount of fuel permitted to remain in tank is 1/4 (gasoline or diesel)
- Natural Gas Fuel Meter Required for gas leak protection
- Gas caps must be locked or sealed
- Batteries must be disconnected after vehicle is moved into display location
- Drip pans or protective covers must be placed under vehicle
- Carpet squares are required to be placed under tires on carpeted areas
- Vehicles must be clean and dry upon arrival
- Fueling or defueling of vehicles shall not take place in the building
- Approval sticker must be affixed on vehicle by the Fire Department

***Duke Energy Convention Center Event Manager will establish and coordinate inspection dates and times with Fire Division and/or show management. This form may not be required for individual booths if a significant volume of display vehicles are anticipated. Show Management may have scheduled bulk vehicle inspections.*

Application for use or display of:

List person who will be in charge of display and/or demonstration for your company:

Quantity

Type & Description-Vehicle/Equipment
(including the type and amount of fuel, chemical,
etc. and number of units)

Name of Event: _____ Date of Event: _____ Booth No. _____

Company Name: _____ Phone No. _____

Company Address: _____

Ordered By: _____ Signature: _____ Date: _____

*** Approval is valid for the duration of the show or activity and is contingent on safe operation and display.
Return Form by email, fax or mail to confirm approval:*

Duke Energy Convention Center

AUTHORIZATION REQUEST FOR FOOD & BEVERAGE

Spectra Food and Beverage has exclusive food and beverage distribution rights within
The Duke Energy Convention Center.

Ohio State Law prohibits any person or organization from bringing alcoholic beverages onto a licensed premise.

All alcoholic beverages for display or distribution **MUST** be purchased from *Spectra Food and Beverage*.

Event sponsoring organizations and/or their exhibitors may distribute sample food and/or beverage products
ONLY upon written authorization.

Duke Energy Convention Center exhibitors may distribute Food & Beverage samples in authorized space and must not be in competition with products or services offered by *Spectra Food and Beverage*. Samples must be representative of products manufactured or sold by the company exhibiting. Free samples are limited to 4 ounces of non-alcoholic beverage and 2 ounces of food. Exact descriptions of sample and portion size must be submitted to the Food and Beverage Office for written approval 14 days prior to the opening of the event. No alcoholic samples may be distributed. Any exhibitor giving away and/or selling food in their booth must have a permit and all appropriate fees on file with the Cincinnati Department of Health.

GENERAL CONDITIONS:

Items dispensed are limited to products manufactured, processed or distributed by exhibiting firm.

All Items are limited to "SAMPLE SIZE".

o Beverages limited to maximum 4oz. container

o Food items limited to "bite size" or 2oz.

o Food and/or beverage items used as traffic promoters (i.e. popcorn, coffee, bar services) **MUST** be purchased from *Spectra Food and Beverage*.

Product(s) you wish to dispense

Size of portion to be dispensed

SERVICE REQUIRED

Dry Storage: ☐ No ☐ Yes (\$150.00 per day) per pallet
☐ Freezer ☐ Refrigerator (\$40.00 per day)
☐ 20lb. bag of ice @ \$10.00 per bag

Approved: _____ Approved: _____
Spectra Food and Beverage *Duke Energy Convention Center Manager*

Name of Event: _____ Date: _____

Booth No. _____

Company Name: _____ Phone No. _____
Address: _____

Show Manager Approval: _____ Date: _____

****Please send Sample Request Form to Catering Sales Manager- Kathy_Heyman@ComcastSpectacor.com or fax 513.419.7275****