



## APPLICATION FOR ELECTRICAL SERVICE

NAME OF EVENT: \_\_\_\_\_ BOOTH # \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_ PHONE # \_\_\_\_\_

CREDIT CARD BILLING ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PAYMENT INFORMATION: CHECK # \_\_\_\_\_ AMT.OF CHECK: \_\_\_\_\_

CREDIT CARD # \_\_\_\_\_ EXP DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

CIRCLE CARD TYPE: VISA MC AMX DISC

*\*Please include this application with your payment\**

**Electrical Service:**

Quantity	Requirement	Per Unit Cost	Total
	110V, 20amp	\$75.00	\$
	208V/Single Phase, 20amp	\$85.00	\$
	208V/Single Phase, 30amp	\$95.00	\$
	208V/Single Phase, 40amp	\$100.00	\$
	208V/Single Phase, 50amp	\$115.00	\$
	208V/Three Phase, 20amp	\$125.00	\$
	208V/Three Phase, 30amp	\$130.00	\$
	208V/Three Phase, 50amp	\$150.00	\$

**Special Instructions:** *(specific electrical location in booth, special equipment, etc.)*

- RESTRICTIONS:**
1. No booth will be allowed to open until **ALL HOUSE CHARGES ARE PAID.**
  2. TUC personnel will install, maintain, inspect and remove all electrical service.
  3. Times Union Center is not responsible for damages due to power failure or any other equipment failure beyond ordinary control.

**\*Service Charge: Less than (7) days advance payment - add \$75.00.....\$ \_\_\_\_\_**  
**\*\*\*EVENT DAY ELECTRICAL REQUESTS ARE SUBJECT TO A \$150.00 FEE\*\***

**Total for all Electrical Service.....\$ \_\_\_\_\_**

Return Application with check or money order payable to **Times Union Center** to the following address:

Times Union Center  
 Attn: Accounting  
 51 South Pearl Street  
 Albany, NY 12207

For Credit Card Payments please e-mail completed form to:  
**anthony.pettograsso@timesunioncenter-albany.com**

***\*Please contact the Times Union Center Operations Department with any questions at (518) 487-2089\****



**APPLICATION FOR PORTER SERVICE**

NAME OF EVENT: \_\_\_\_\_ BOOTH # \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_ PHONE # \_\_\_\_\_

BILLING ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PAYMENT INFORMATION: CHECK # \_\_\_\_\_ AMT.OF CHECK: \_\_\_\_\_

*\*Please include this application with your payment\**

**Porter Service includes:** Vacuuming and spot cleaning of the carpeted areas, cleaning or buffing of tile area, complete dusting and trash removal in the booth only.

Total booth Sq. Ft. \_\_\_\_\_ x \_\_\_\_\_ x \$.25 cents = Total.....\$ \_\_\_\_\_  
(# of event days)

- RESTRICTIONS:**
1. No booth will be allowed to open until **ALL HOUSE CHARGES ARE PAID.**
  2. To guarantee service, order form must be submitted in advance.

**\*Service Charge:** Less than (7) days advance payment - add \$25.00.....\$ \_\_\_\_\_

**Total for Porter Service.....\$ \_\_\_\_\_**

Return Application with check or money order payable to Times Union Center to the following address:

Times Union Center  
Attn: Accounting  
51 South Pearl Street  
Albany, NY 12207

*\*Please contact the Times Union Center Operations Department with any questions at (518) 487-2089\**



## APPLICATION FOR TELEPHONE/INTERNET SERVICE

NAME OF EVENT: \_\_\_\_\_ BOOTH # \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_ PHONE # \_\_\_\_\_

BILLING ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PAYMENT INFORMATION: CHECK # \_\_\_\_\_ AMT.OF CHECK: \_\_\_\_\_

*\*Please include this application with your payment\**

### PHONE SERVICE

Number of Lines	Cost per line / Event		Total
	\$150.00		\$

Do you need an actual phone? Yes \_\_\_\_\_ (or) Do you just need a phone line? Yes \_\_\_\_\_

Do you require a restricted line? Yes \_\_\_\_\_ (local + 800 calls) (or) Do you require an unrestricted line? Yes \_\_\_\_\_ (able to call anywhere)

### WIRED INTERNET

Number of Lines	Cost per line / Event	\$ for Tech / day	Total
	\$300	\$550/day	\$

- RESTRICTIONS:**
1. No booth will be allowed to open until **ALL HOUSE CHARGES ARE PAID**.
  2. TUC personnel will install, maintain, inspect and remove all phone/internet service.
  3. TUC is not responsible for damages due to equipment failure beyond ordinary control.
  4. Telephone and internet service is limited and will be on a first come/first served basis.
  5. TUC reserves the right to charge additional money if calls exceed normal usage.

\*Service Charge: Less than (7) days advance payment add \$75.00..... \$ \_\_\_\_\_

\*\*Payment must be received by to avoid service charges\*\*

Total for Telephone/Internet Service.....\$ \_\_\_\_\_

Return Application with check or money order payable to Times Union Center to the following address:

Times Union Center  
Attn: Accounting  
51 South Pearl Street  
Albany, NY 12207

*\*Please contact the Times Union Center Operations Department with any questions at (518) 487-2089\**