



NATURAL GAS SERVICE ORDER FORM

Effective through June 30, 2017

Remit to: Portland Expo Center
2060 N. Marine Drive, Portland, OR 97217
Tel. (503) 736-5200 Fax (503) 736-5201

NAME OF EVENT _____ BOOTH No. _____

EXHIBITOR NAME _____ EVENT DATES _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

EMAIL ADDRESS _____

PHONE _____ FAX _____

AUTHORIZED PERSON _____

AUTHORIZED SIGNATURE _____ DATE _____

FORM OF PAYMENT: Enclosed is my check or money order in the amount of (no personal checks please) \$ _____

CREDIT CARD INFORMATION: Visa Mastercard American Express (Payable to: Portland Expo Center)

ACCOUNT No.: _____ Exp. DATE: _____

NAME: _____ AUTHORIZED SIGNATURE: _____

<u>QUANTITY</u>	<u>SERVICE</u>	<u>ADVANCED*</u> <u>ORDER</u>	<u>FLOOR</u> <u>ORDER</u>	<u>AMOUNT</u>
_____	Initial Service	\$255.00	\$305.00	\$ _____
_____	Each Additional Service	\$180.00	\$230.00	\$ _____

*To receive advanced rate discount, orders must be received with payment a minimum of fourteen (14) days prior to first move-in day. ORDER SUBTOTAL \$ _____

SERVICE INFORMATION: 3/4" male NPSM
Service will be brought to the rear of the booth in the most convenient manner.

TYPE OF EQUIPMENT TO RECEIVE UTILITY: _____

Natural Gas Service Conditions and Regulations

- All equipment must comply with City of Portland building code and all federal, state and local safety codes.
- Claims will not be considered unless filed by the requesting service recipient prior to close of the event.
- All material and equipment furnished by the Portland Expo Center shall remain the property of same, and shall be removed by same, at the close of the event.
- The Portland Expo Center reserves the right to refuse service to any exhibitor whose equipment is deemed unsafe by the operations manager.
- Quoted rates only provide for the bringing of service to the booth in the most convenient manner and do not include connecting equipment.
- To receive advance order rates, orders must be received a minimum of fourteen (14) days prior to the first scheduled move-in day and payment must accompany the order. Advance orders will receive priority service.
- Credit will not be given for service provided and not used.
- Payment in full must be rendered before provision of service.

OFFICE USE ONLY:
Date Received: _____
Date Processed _____
Fax Order _____

