



# NATURAL GAS SERVICE ORDER FORM

Effective through June 30, 2019

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

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: \_\_\_\_\_

QUANTITY	SERVICE	ADVANCED* ORDER	FLOOR ORDER	AMOUNT
_____	Initial Service	\$300.00	\$350.00	\$ _____
_____	Each Additional Service	\$200.00	\$250.00	\$ _____

\*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.

**OFFICE USE ONLY:**  
 Date Received: \_\_\_\_\_  
 Date Processed \_\_\_\_\_  
 Fax Order \_\_\_\_\_

