



EXHIBITOR ELECTRICAL ORDER FORM

2026 OHIO ASSOCIATION OF MEAT PROCESSORS



All Special Orders Must Be Approved By Director of Audio Visual

Please submit orders as soon as possible to facilitate prompt service. Please allow 2-3 hour window for large tradeshow. Email completed order form and Credit Card Authorization form to jesse@audiovisualconnection.com, or call the office at (740)788-1362.

CONVENTION NAME _____

BOOTH NUMBER _____

CONTACT NAME _____

TELEPHONE _____

EMAIL _____

APPROVED BY _____

INSTALLED BY _____

START DATE _____

REQUESTED INSTALL TIME _____

REQUESTED TEARDOWN TIME _____

END DATE _____

APPROVED BY: _____

DIRECTOR OF AUDIO VISUAL (740) 788-1362

110v SINGLE PHASE STANDARD OUTLET

	CONNECTION	ADVANCED ORDER RATE	ON-SITE ORDER RATE	QUANTITY	DEVICES PLUGGED IN	TOTAL
Up to 5 amp (laptop, TV, Crock Pot)	Standard Plug	\$90	\$135			
Up to 10 amp (small sound system, projection, convection oven, heat lamp)	Standard Plug	\$100	\$150			
Up to 20 amp (large production)	Standard Plug	\$120	\$180			

220v SINGLE PHASE / 208v THREE PHASE SPECIAL INSTALL

CONTACT AV DIRECTOR BY JANUARY 5, 2026

OTHER SERVICES AND LABOR

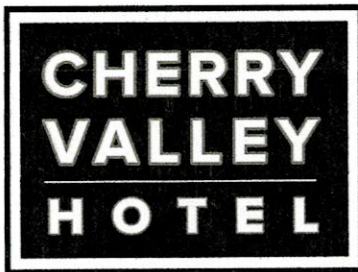
	ADVANCED ORDER RATE	ON-SITE ORDER RATE	QUANTITY	TOTAL
6-Way Power Strip	\$10	\$15		
25' Extension Cable	\$20	\$30		
50' 2/0 Camlock Feeder Cable Set	\$125	\$185		
Electrical Distribution Box (Up to 12 Circuits)	\$950	\$1,425		
Adapter	\$75	\$115		
Straight Time Electrical Call (1 hour minimum) (do not add 110v service) (8am-5pm, M-F)	\$105	\$105		
1.5x Overtime Electrical Call (1 hour minimum) (do not add for 110v service) (all other hours, M-F, all weekends)	\$157.50	\$157.50		
Holiday Double Time Electrical Call (1 hour minimum) (do not add for 110v service)	\$210	\$210		
TOTALS				

TERMS OF SERVICE AND REGULATIONS

- Prices quoted covers bringing of service to back of booth and **does not include** connection to your equipment. Electrical connection is charged per event.
- Any order requiring special wiring or materials may be subject to additional labor and material fees. Connection fees are service fee inclusive. On-site orders subject to additional charges and fees.
- Tagging of equipment for proper voltage, phase, connection, etc. is the exhibitor's responsibility.
- Exhibitors using sensitive electronic equipment should provide their own power condition devices.
- Cherry Valley Hotel and Event Center, and Audio Visual Connection, Inc., are not responsible for voltage or frequency variations.
- Chain hoists must have safety switches.
- Any changes in location after initial installation will reflect a one half hour minimum charge of \$50.
- Exhibitor power cords must be in good condition with no exposed wires. Unless determined ahead of time, client is responsible for running cords under carpet.
- Only AVC personnel can tie into power distribution boxes and generators. Only AVC personnel can move power distribution equipment.
- No outside extension cable from the source or power distribution are allowed. All show power connections must be provided by Audio Visual Connection, Inc.
- All materials and equipment furnished by Audio Visual Connection, Inc, for a service order shall remain on Ohio Event Center property and shall be removed only by an AVC employee/contractor at the end of the event.
- Claims will not be considered unless filed prior to the end of the event.
- Exhibitors shall pay for any required service, equipment, materials, and technicians at prevailing rates and conditions at the time of the event.
- Each booth is considered a separate call. Forms must be filled out for each booth.
- Onsite rates apply only to orders paid in full and received 5 days prior to the first scheduled move-in day.
- AVC has exclusive power connection rights. All power connection requests must go through AVC.
- Supplemental power sources may be required for large tradeshow. Client will be responsible for rental of generator.
- AVC has the right to refuse service for any reason. AVC has the right to refuse service due to building infrastructure limitations.

IF YOUR SERVICE IS NOT IN PLACE WHEN YOU ARRIVE, PLEASE NOTIFY THE FRONT DESK OR SALES MANAGER WHEN YOU ARE READY FOR CONNECTION. ANY DISCREPANCIES OR DEVIATIONS FROM THE APPROVED ORDER MUST BE BROUGHT TO THE ATTENTION OF THE CATERING OR EVENT MANAGER PRIOR TO THE





CREDIT CARD AUTHORIZATION

Guest Name/Event Name:

Please attached a copy of your tax exempt form if applies.

Type of Credit Card

VISA MASTER CARD AMERICAN EXPRESS DISCOVER CARD

CARD NUMBER: _____ Expiration Date: _____

CARDHOLDER NAME: _____
(Please Print)

Phone Number: _____

Cardholder Address: _____

TERMS AND CONDITIONS

The Cardholder agrees by their signature below that all charges incurred by the Cardholder at the above named Hotel are authorized to be charged to the Cardholder's credit card indicated above and below, unless Cardholder provides alternate form of payment prior to departure from the Hotel. Cardholder understands that the Hotel will obtain prior approval from the credit card company for the estimated amount of the Cardholder's charges. Cardholder further understands that this Authorization is subject to approval by the Hotel's Controller and/or General Manager. If, for any reason, this authorization is not approved by the aforementioned Hotel representative, the Cardholder agrees to provide the Hotel with an Advance Deposit for the full amount of the estimated charges as determined by the Hotel. Such Advance Deposit will be made in one of the acceptable methods prescribed by the Hotel.

CARDHOLDER SIGNATURE: _____ DATE: _____

Please scan and email completed Electrical Connectivity and Credit Card Authorization Forms to jesse@audiovisualconnection.com, or call the office at (740) 788-1362. Please leave a Voicemail if no response, and we will call you back.

Cherry Valley Hotel & Event Center | 2299 Cherry Valley Road SE | Newark OH 43055 | Ph: 740-788-1200 | Fax: 740-788-8800