



# Muth Electric Inc.



701 East 48<sup>th</sup> Street North • Sioux Falls, SD 57104  
Phone (605) 338-6586 • Fax (605) 338-1441

## ELECTRICAL ORDER FORM

**This section must be filled out completely.**

EVENT NAME 2017 SPORTSMAN'S SHOW EVENT DATE(S) Mar 9-12, 2017  
FIRM NAME \_\_\_\_\_ BOOTH # \_\_\_\_\_  
STREET \_\_\_\_\_ CONTACT PERSON \_\_\_\_\_  
CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_ PHONE # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
AUTHORIZED SIGNATURE \_\_\_\_\_ DATE \_\_\_\_/\_\_\_\_/\_\_\_\_

**PLEASE READ THE REVERSE SIDE OF THIS FORM COMPLETELY BEFORE SIGNING.**

**PAYMENT NOTICE - "ADVANCE RATES" APPLY ONLY TO ORDERS PAID IN FULL AND RECEIVED BY OUR OFFICE NO LATER THAN 5 DAYS PRIOR TO THE FIRST SCHEDULED MOVE IN DAY.**

### NOTE OUR NEW MAILING ADDRESS

MAIL FORM AND PAYMENT TO : MUTH ELECTRIC, INC.  
701 EAST 48<sup>TH</sup> STREET NORTH  
SIOUX FALLS, SOUTH DAKOTA 57104

### STANDARD OUTLETS - 110 volt (one duplex outlet provided for each service ordered)

DESCRIPTION	QTY	ADVANCE	FLOOR RATE	
10 amps (920 watts)	_____	\$ 65.00	\$ 100.00	
20 amps (1840 watts)	_____	\$ 70.00	\$ 105.00	
				SUB TOTAL ..... \$ _____

### HEAVIER ELECTRICAL REQUIREMENTS

208 VOLTS - single phase- single receptacle				208 VOLTS - three phase- single receptacle			
DESCRIPTION	QTY	ADVANCE	STANDARD	DESCRIPTION	QTY	ADVANCE	STANDARD
10 amps (1664 watts)	_____	\$ 85.00	\$ 120.00	10 amp (2880 watts)	_____	\$ 110.00	\$ 145.00
30 amps (4160 watts)	_____	\$ 95.00	\$ 130.00	20 amp (5760 watts)	_____	\$ 115.00	\$ 150.00
50 amps (8320 watts)	_____	\$ 105.00	\$ 140.00	30 amp (8640 watts)	_____	\$ 125.00	\$ 160.00
				SUB TOTAL.....\$ _____			

### SPECIAL ELECTRICAL REQUIREMENTS (IF YOU HAVE ELECTRICAL REQUIREMENTS THAT ARE NOT LISTED ABOVE, PLEASE LIST THEM IN THE SPACE BELOW AND CALL (605)-338-6586 FOR A PRICE)

QTY	DESCRIPTION	ADVANCE	FLOOR RATE
_____	_____	\$ _____	\$ _____
SUB TOTAL ..... \$ _____			

**COMPLETE ORDER TOTAL ..... \$**

### Credit Card Information

CIRCLE ONE  
VISA MC DISC AMEX C.C. # \_\_\_\_\_ Exp.Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Complete Name (As it appears on the card) \_\_\_\_\_ 3 DIGIT CODE \_\_\_\_\_

### MUTH ELECTRIC, INC. USE ONLY (Below this line)

RECEIVED \_\_\_\_/\_\_\_\_/\_\_\_\_ CASH \_\_\_\_\_ PERSONAL CHECK # \_\_\_\_\_ CREDIT CARD \_\_\_\_\_  
M/O \_\_\_\_\_ COMPANY CHECK # \_\_\_\_\_ SEND BILL \_\_\_\_\_

# IMPORTANT INFORMATION - PLEASE READ

## CONDITIONS FOR PROCESSING THIS ELECTRICAL ORDER FORM

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- a. In order to qualify for ADVANCE RATES this form must meet the following conditions and must REACH OUR OFFICE no later than 10 DAYS PRIOR TO FIRST SCHEDULED MOVE IN DAY.
- b. This form must be FILLED OUT COMPLETELY (INCOMPLETE FORMS WILL BE RETURNED)
- c. Payment IN FULL must accompany this service order form.
- d. The date this form is received by MUTH ELECTRIC, INC. will determine applicable rates.
- e. No electrical service will be installed until full payment is received.

## CONDITIONS AND REGULATIONS

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1. Standard wall, column and permanent building outlets are NOT considered part of a booth space and are not to be used by exhibitors unless approved by the "house electrician". Power to these outlets may be shut off during show hours.
2. Electrical services are to be ordered by each exhibitor separately and are not to be shared with any other exhibitors.
3. The charge for electrical service is based on the maximum wattage in use at the time of inspection. Booths may be inspected at any time during the show for compliance. If more power is being used than was paid for, power may be disconnected until arrangements are made.
4. Electrical rates quoted on this form include bringing of electrical service to the booth in the most convenient manner and do not include connecting equipment or any special wiring. Any additional work will be billed out on a time and materials basis and must be paid for before the work is performed.
5. Under NO circumstances shall anyone but the "house approved electrician" make any special or direct wiring electrical connections. ONLY the "house electrician" shall be allowed to disconnect such special connections at the end of the show.
6. Electrical services, ordered in advance, are guaranteed to be energized prior to the opening of the show. All others are taken on a "first come, first served" basis. Show power may be turned off at the end of the show each day. Exceptions must be arranged with MUTH ELECTRIC, INC. A reasonable effort will be made to accommodate exhibitors needing power in their space for "set up" purposes. Please notify MUTH ELECTRIC, INC. of any "set up power" needs as early as possible.
7. MUTH ELECTRIC, INC. will not give credit for electrical service ordered and not used unless we are notified, in writing, before the service is installed. There will be a \$ 10.00 service charge for returned payments.
8. MUTH ELECTRIC, INC. will not be responsible for floor coverings that need to be cut or altered in order to gain access to floor utility boxes. Obstructions blocking access to floor utility boxes are subject to relocation as necessary.
9. All equipment, regardless of source of power, must comply with all federal, state and local safety codes.
10. All equipment must be properly tagged with complete information on type of current, voltage, phase, cycle, horsepower, etc.
11. All material and equipment furnished by MUTH ELECTRIC, INC. for this service shall remain the property of MUTH ELECTRIC, INC. and shall be removed ONLY by MUTH ELECTRIC, INC. at the close of the show.
12. All exhibitor cords must be of a 3 wire grounded type. All wiring supplied by exhibitors must comply with federal, state and local guidelines. Failure to comply may result in power to your space being disconnected.
13. Any exhibitor requiring an independent or isolated ground electrical circuit will need to make arrangements in advance and will be subject to an additional charge for that type of circuit.
14. MUTH ELECTRIC, INC. is not responsible for voltage fluctuations, electrical "noise" or power failures because of temporary conditions.
15. Power requirements crossing aisles or walkways will not be allowed unless approved by show and building management.
16. CLAIMS or DISAGREEMENTS will not be considered unless filed, in writing, with MUTH ELECTRIC, INC. prior to the closing of the show.



# DENNY SANFORD

## **PREMIER CENTER**

Convention Center

Dear Exhibitor,

### ***Welcome to the Sioux Falls Convention Center!***

The Sioux Falls Convention Center is the exclusive provider of utilities and food and beverage for the facility. To place your order, please complete and return the order forms located in this packet. The order forms can also be found on our website at [www.dennysanfordpremiercenter.com](http://www.dennysanfordpremiercenter.com) under “Exhibiting at an Event” at “Exhibitor Services”.

Advanced orders will save you a substantial amount of money. For the discounted prices, orders and payment should be received **10 days** prior to the date of the event move-in. Payment must be made by check, money order, Visa, MasterCard, or American Express.

As a general rule, the Sioux Falls Convention Center does not charge drayage. Exhibitors are responsible for shipping packages to and from the facility. Packages should be mailed to:

Sioux Falls Convention Center  
Event Name and Exhibitor Name  
Booth #  
1201 N. West Ave.,  
Sioux Falls, SD 57104

Please make sure to arrange for shipping packages back prior to leaving at the end of your event, as we are not responsible for any packages left at the facility.

Our website, [www.dennysanfordpremiercenter.com](http://www.dennysanfordpremiercenter.com), offers a detailed outline of the facility’s policies and procedures, which is located under “Exhibiting at an Event” - “Exhibitor Guidelines.”

We are looking forward to a successful event. If you need additional assistance at any time, please call our Event Services Department at (605) 367-4100 or email us at [ExhibitorServices@siouxfallsc.com](mailto:ExhibitorServices@siouxfallsc.com).

Sincerely,

Stephanie Ovall  
Director of Events



# DENNY SANFORD

## PREMIER CENTER

Convention Center

### Electrical Service

*(All services are provided by Sioux Falls Convention Center; if an outside supplier is required additional fees may apply.)*

Description	Quantity	Advanced 10 Days prior to show move-in	Floor Less than 10 Days prior to show move-in	Total
Standard 110v Outlet (Shared Circuit)		\$50.00	\$60.00	
Power Box with 6 Standard 110v Outlets with Dedicated 20 Amps Circuits (available in X-Halls, Ballrooms, Hallways, and MR 12)		\$150.00	\$200.00	
208-Volt Single or Three Phase Service 20 Amps		\$140.00	\$160.00	
208-Volt Single or Three Phase Service 30 Amps		\$160.00	\$180.00	
208-Volt Single or Three Phase Service 50 Amps		\$200.00	\$225.00	
208-Volt Single or Three Phase Service 100 Amps		\$400.00	\$425.00	
208-Volt Single or Three Phase Service 200 Amps (Ballroom Only)		\$500.00	\$550.00	
208-Volt Single or Three Phase Service 400 Amps (Ballroom Only)		\$700.00	\$750.00	
Extension Cord (25 ft.)		\$35.00	\$45.00	
Power Strip		\$10.00	\$15.00	

\*Call For Other Power Requirements Not Listed\*

\*All 208-Volt hookups are outsourced and must be ordered at least 5 business days in advance\*

### Please Complete

Event:

Event Dates:

Exhibitor Location/Booth #:

Company Name:

Phone:

Ordered by:

On-Site Contact:

**Payment in full must be received before service is provided.**

*Payment in full must be received 10 days before move-in to qualify for advanced rate.*

PRINT: Card Holder Name

Card Holder Address

Account #

Visa

Master Card

Am Ex

Exp. Date

Card Holder Signature

Date

Return form with payment to:

**Sioux Falls Convention Center, Attn: Exhibitor Services, 1201 N. West Ave, Sioux Falls, SD 57104**

**Phone: (605) 367-7288 Fax: (605) 367-4188**

Total Sales	
6.5% Sales Tax	
<b>GRAND TOTAL</b>	



# DENNY SANFORD

## PREMIER CENTER

Convention Center

### Telecommunications, & Internet

(All services are provided by Sioux Falls Convention Center; if an outside vendor is required additional fees may apply.)

Description	Quantity	Advanced 10 Days prior to show move-in	Floor Less than 10 Days prior to show move-in	Total
Analog Single Phone Line (No Telephone)		\$40.00	\$50.00	
Analog Single Phone Line with Telephone (Local & Long Distance)		\$50.00	\$60.00	
Analog Single Phone Line with Polycomm Conference Phone (Local & Long Distance)		\$100.00	\$125.00	
Single Hardwire Internet Connection (shared 10 MB)		\$50.00	\$60.00	
Wireless Connection (provided by Midcontinent Communications)		FREE	FREE	
MB increase in increments of 5 MB (\$200 for first 5 MB and \$100 for each additional)		\$200.00 and \$100.00	\$250.00 and \$125.00	
Cable TV and cabling to your location (Provided by Midcontinent)		TBD	TBD	

\*Call For Other Telecommunication Needs Not Listed\*

**\*\*Any Lost Telecommunications, & Internet Equipment will be billed back to guest at retail price\*\***

**\*\*All rates are subject to 20% Service Charge and 6.5% Sales Tax\*\***

**\*\*All rates subject to change without notice\*\***

### Please Complete

Event:

Event Dates:

Booth #:

Company Name:

Phone:

Ordered by:

On-Site Contact:

**Payment in full must be received before service is provided.**

**Payment in full must be received 10 days before move-in to qualify for advanced rate.**

PRINT: Card Holder Name

Card Holder Address

Account #

Visa

Master Card

Am Ex

Exp. Date

Card Holder Signature

Date

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**Phone: (605) 367-7288 Fax: (605) 367-4188**

Total Sales	
20% Service Charge	
Subtotal	
6.5% Sales Tax	
<b>GRAND TOTAL</b>	



# DENNY SANFORD

## PREMIER CENTER

Convention Center

<b>Audio / Visual</b>				
<i>(All services are provided by Sioux Falls Convention Center; if an outside supplier is required additional fees may apply.)</i>				
Description	Quantity	Advanced 10 Days prior to show move-in	Floor Less than 10 Days prior to show move-in	Total
Video	All Rates Are Per Day Unless Otherwise Noted			
55" Flat Screen Television with AV Cart, Skirt, and Power		\$80.00	\$100.00	
Projector - LCD		\$125.00	\$150.00	
Projector – LCD Large Venue		\$250.00	\$260.00	
Screen (7' X 7')		\$35.00	\$45.00	
Screen (12' X 12')		\$125.00	\$150.00	
DVD Player (plays CDs and MP3 disks)		\$35.00	\$40.00	
VCR - Video Cassette Recorder/Player		\$25.00	\$30.00	
Audio Visual Cart (includes extension cord electrical connection and power strip)		\$45.00	\$50.00	
Sound				
Laptop Sound Interface (connector with volume control used to connect Laptop to house sound and microphone cable)		\$25.00	\$25.00	
RCA Sound Interface (connector with volume control used to connect Laptop to house sound and microphone cable)		\$25.00	\$25.00	
Microphone - Corded w/ Cable Shure SM 58, or SM 57		\$55.00	\$60.00	
Microphone - Wireless Handheld		\$65.00	\$70.00	
Microphone - Wireless Lavalier		\$65.00	\$70.00	
Microphone Stand - Floor Standing		\$10.00	\$12.00	
Microphone Stand - Tabletop		\$5.00	\$7.00	
Mixer - 6 Channel (non-amped, used with house sound connection)		\$60.00	\$65.00	
Lighting				
Spot Lights pre-hung in Ballrooms (per spotlight)		\$100.00	\$125.00	
Up Lights (In-house lighting gels included)		\$30.00	\$40.00	
Hanging Lights for Outside Contractors (including decorators)		\$90.00 per hour	\$100.00 per hour	
Custom Steel Gobo		\$150 Per Gobo		
*Call For Other Audio / Video Needs Not Listed*				
<b>**Any Lost Audio / Video Equipment will be billed back to guest at retail price**</b>				
<b>**All rates are subject to 20% Service Charge and 6.5% Sales Tax**</b>				



# DENNY SANFORD

## PREMIER CENTER

Convention Center

### Gas, Compressed Air, Water, and Drain

*(All services are provided by Sioux Falls Convention Center; if an outside supplier is required additional fees may apply.)*

Description	Quantity	Advanced 10 Days prior to show move-in	Floor Less than 10 Days prior to show move-in	Total
<b>COMPRESSED AIR SERVICE &amp; NATURAL GAS</b>				
20 CFM @ 90 - 100 PSI: line size 3/8 inch ID Line		\$125.00	\$150.00	
<b>GAS</b> (Line dropped from ceiling)		\$125.00	\$150.00	
<b>WATER AND DRAIN</b>				
Connection 40 - 60 PSI, line size: 1/2 inch or 3/4 inch		\$150.00	\$180.00	
One Time Water Fill and Drain 0-100 gallons		\$90.00	\$120.00	
Additional Gallons above 100 gallons (price per gallon)		\$0.25	\$0.30	

### Please Complete

Event:

Event Dates:

Booth #:

Company Name:

Phone:

Ordered by:

On-Site Contact:

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PRINT: Card Holder Name

Card Holder Address

Account #

Visa

Master Card

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Exp. Date

Card Holder Signature

Date

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**Phone: (605) 367-7288 Fax: (605) 367-4188**

Total Sales	
6.5% Sales Tax	
<b>GRAND TOTAL</b>	

**\*\*All rates subject to change without notice\*\***

**Please Complete**

Event:

Event Dates:

Booth #:

Company Name:

Phone:

Ordered by:

On-Site Contact:

**Payment in full must be received before service is provided.**

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PRINT: Card Holder Name:

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Account #

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**Phone: (605) 367-7288 Fax: (605) 367-4188**

<b>Total Sales</b>	
20% Service Charge	
<b>Subtotal</b>	
6.5% Sales Tax	
<b>GRAND TOTAL</b>	