

# *Alexandria Riverfront Center's Exhibitor Electrical Request Form*

( Note: The use of the word “Center” throughout this document refers to the Alexandria Riverfront Center and/or it’s management staff members.)

## 1. ELECTRICAL

1. The Center provides power to it’s patrons at no cost. However, connections of normal 110/120 volt equipment is the responsibility of the individual exhibitor or decorating service. No extension cords or “special plugs/outlets” are provided by the Center.
2. All electrical cords used in the Center must be UL© approved and have three prong ground plugs.
3. All electrical distribution panel locations are left to the discretion of the Center and all extension cords must run to these panels.
4. The “overloading” of any wall circuit is not permitted. If circuit breakers are tripped, it is the responsibility of the individual to reroute power cords to different locations.
5. All wall electrical outlets are on twenty (20) amp breakers and tied together with three to four duplex outlets.
6. No cooking, heating, warming or coffee making equipment may be connected to any wall outlet without prior approval of the Center.
7. No “hard wiring” of equipment is permitted in the Center without the expressed permission of the Center. All approved “hard wiring or un-wiring” will be done by a licensed electrical contractor only. There will be no exceptions to this rule.

## 2. “SPECIAL” ELECTRICAL REQUESTS

The Center provides a limited number of 220 volt single phase electrical connections. Therefore all 220 volt single or three phase connections must be arranged in advance with the Center. All requests are limited to the connections connectors (outlet and/or plugs) supplied by the exhibitor. If the exhibitor requests a 220 volt outlet, connectors, appropriate breaker and wire will be purchased by the exhibitor and supplied to the Center in advance of the show. There will be no charge for any labor on single phase wiring. However, all *three phase* wiring will be completed by a licensed electrician at his/her hourly rate (in conjunction with any additional equipment) and invoiced to the exhibitor.

1. Arrangements for all 220 volt electrical requests must be received and

- approved a minimum of three working days prior to exhibitor setup.
2. All electrical requests are the sole responsibility of the exhibitor or end user.
  3. Complete the attached questionnaire and remit it to the Center. Make sure to include your signature and billing information.
  4. Copies of the product purchase invoice and the electrician's labor invoice will be provided to the exhibitor.
  5. All equipment purchased by the exhibitor will be returned to them at the completion of the function. If an exhibitor cannot wait for the service to be disconnected, arrangements must be made for the return of the equipment at the exhibitor's expense.

Any questions you may have concerning exhibit electrical connections at the Riverfront Center should be directed to:

Phil Sullivan, Facility Director  
707 Main St  
P.O. Box 1070  
Alexandria, LA 71309

Phone: (318)442-9546  
Fax: (318) 443-1617  
Email: [phil@apacvb.org](mailto:phil@apacvb.org)

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1. Show Name: \_\_\_\_\_

2. Show Date: \_\_\_\_\_

3. Booth Number: \_\_\_\_\_

4. Name: \_\_\_\_\_

5. Company Name: \_\_\_\_\_

6. Billing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

I have read the attached "Alexandria Riverfront Center Exhibitor Electrical Request Form" and agree to abide by its contents and stipulations.

\_\_\_\_\_  
Signed: \_\_\_\_\_ Date: \_\_\_\_\_