

TERMS & CONDITIONS

General Terms & Conditions

1. Electrical power must be ordered no later than five (5) business days prior to move-in day to avoid on-site fee charges.
2. All other utilities must be ordered no later than fourteen (14) business days prior to move-in to avoid on-site fee charges.
3. Any changes from the original order must be coordinated through the Spokane Public Facilities District Convention Services Coordination Desk during posted exhibitor move-in hours.
4. Orders received on-site will be charged at the floor order rates.
5. Additional labor for special requests or custom connections is billed to exhibitors at the prevailing labor rates. (Please refer to the specific order form).
6. Only Spokane Public Facilities District engineering staff is authorized to make utility connections – **No Exceptions**.
7. A separate outlet must be ordered for each location where electricity is needed.
8. Published rates for all connections **include** bringing the service to the booth in the most convenient manner for the SPFD and **do not include** connecting equipment, materials, special wiring or labor. Normally all electrical outlets will be placed on the floor in the back of the booth. Island booth outlets may be brought to one (1) location at our discretion if no information is provided.
9. Hourly labor rates are subject to change prior to opening or during the operation of the show. A minimum charge of one (1) hour labor for the installation and one-half (1/2) hour to dismantle will apply and time will commence upon exhibitor's request. Failure to start labor at requested time will result in a one (10 hour charge per electrician requested, unless 24-hour advance notice is provided in writing.
10. Additional service charges and labor charges may be assessed for installations done on-site. Payment must be rendered in FULL for orders made on-site prior to service being provided.
11. All equipment regardless of source of power, must comply with Federal, State, and local codes. The Spokane Public Facilities District reserves the right to inspect all electrical devices and connections to ensure compliance with all codes. The SPFD is required to refuse connections where the exhibitor wiring is not in accordance with local Electrical Codes.
12. Extension cords must be UL approved and grounded. Extension cords which do not meet this rating is strictly prohibited. You may order UL approved and grounded extension cords from your decorator. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.
13. Standard walls and other permanent building utility outlets or sockets are not part of the booth space and may not be used by exhibitors.
14. All electrical equipment must be properly tagged and wired with complete information as to the type or current required for operation, voltage, phase, cycle, horse power, etc.
15. Material and equipment furnished by the Spokane Public Facilities District for this electrical and utility order is furnished on a rental basis and remains the property of the Spokane Public Facilities District and shall be removed by the SPFD employees.
16. The Spokane Public Facilities District employees are authorized to cut floor coverings when essential for installation of service unless otherwise directed.
17. It is agreed that in the event it becomes necessary to turn this matter over to an attorney for collection, or to file a lien, or foreclosure, or otherwise, exhibitor will pay the Spokane Public Facilities District for its attorney fees or applicable agency fees.
18. Exhibitor agrees to hold the Spokane Public Facilities District harmless for any and all losses of power beyond the Spokane Public Facilities District's control, including but not limited to, losses due to utility company failure, permanent power distribution failure, power failure caused by vandalism, faulty exhibitor equipment, or overloads caused by exhibitor.