



# Glass City Center

401 Jefferson Avenue - Toledo, OH 43604

phone: 419-255-3300 fax: 419-255-7731

www.glasscitycenter.com

GLASS CITY  
CENTER

### FOR OFFICE USE ONLY

RECEIVED BY	DATE RECEIVED
AUTHORIZATION NUMBER	FORM OF PAYMENT

### 120 VOLT ELECTRICAL CONNECTIONS\*

QTY	AMOUNT	PHASE		neutral required	ADVANCE > 7 days out	STANDARD < 7 days out
		single	three			
	500 watt	N/A	N/A	N/A	\$60.00	\$80.00
	1000 watt	N/A	N/A	N/A	\$65.00	\$85.00
	2000 watt	N/A	N/A	N/A	\$75.00	\$95.00
	3000 watt	N/A	N/A	N/A	\$85.00	\$105.00
Additional Extension Cords					\$15.00	\$20.00
Outlet Splitter (4 additional outlets)					\$10.00	\$15.00

\*All Electrical Connections Come with 1 Extension Cord that has 1 Outlet

### 208 VOLT ELECTRICAL CONNECTIONS\*\*

QTY	AMOUNT	PHASE		neutral required	ADVANCE > 7 days out	STANDARD < 7 days out
		single	three			
	20 amp				\$100.00	\$130.00
	30 amp				\$110.00	\$140.00
	40 amp				\$120.00	\$155.00
	50 amp				\$130.00	\$165.00
	60 amp				\$175.00	\$200.00

\*\* 100, 200 & 400 amp services available. Please call for information & pricing.

\*\*208/480 hardwire connections are included provided unit has cord attached

\*\* Additional electrical service needs require a labor rate of **\$45.00 per hour.**

### AUDIO / VISUAL EQUIPMENT

The Glass City Center can offer a full line of audio/visual equipment & services. For additional information or to receive a quote please contact the Event Coordinator

### OTHER UTILITIES

QTY	SERVICE	STANDARD
	Water/Drain (constant flow: 5/8" hose supply)	\$130.00 ea
	Water/Drain (1 time fill/drain: 5/8" hose supply)	\$70.00 ea
	Natural Gas (plumbing charges not included)	\$130.00 ea

**\*\* Please call for location and availability on all services offered above.**

### TELEPHONE SERVICE

QTY	SERVICE	ADVANCE	STANDARD
		> 7 days out	< 7 days out
	Analog Telephone Line with Touch Tone Instrument	\$200.00	\$250.00
	Analog Telephone Line (exhibitor brings own instrument)	\$175.00	\$225.00

Long Distance Capability \_\_\_\_\_ YES \_\_\_\_\_ NO

### INTERNET SERVICES \*\*\*

QTY	SERVICE	STANDARD
	Hardline Connection	\$200.00 for event
	Wireless Connection	\$50.00 per day

\*\*\*Clients who wish to order an internet package for their event, please contact the Event Coordinator for pricing

## GLASS CITY CENTER - INVOICE & RECEIPT

**ORDERS CANNOT BE PROCESSED WITHOUT ENCLOSED PAYMENT - (mail to above address)**

EVENT NAME \_\_\_\_\_ EVENT DATE \_\_\_\_\_

COMPANY \_\_\_\_\_ PHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

ORDERED BY \_\_\_\_\_ TITLE \_\_\_\_\_

TOTAL ORDER AMOUNT \$ \_\_\_\_\_

BOOTH NUMBER (required) \_\_\_\_\_

Check Enclosed (check payable to Glass City Center)

Credit Card (fax form to 419-255-7731)

ACCOUNT NUMBER \_\_\_\_\_

NAME ON CREDIT CARD \_\_\_\_\_

EXPIRATION DATE \_\_\_\_\_ SEC. CODE \_\_\_\_\_

TODAY'S DATE \_\_\_\_\_

(must be 7 days prior to show to qualify for "Advance Rate")

AUTHORIZED SIGNATURE \_\_\_\_\_

I agree to the terms on the back of this form

### SPECIAL NOTES/INSTRUCTIONS

## GENERAL UTILITY/EQUIPMENT TERMS AND CONDITIONS

1. PAYMENT FOR SERVICE MUST ACCOMPANY ALL ORDERS.
2. All equipment, regardless of the source of power, must comply with all federal, state and local safety codes and standards including ANSI, OSHA & FCC. Any equipment that does not comply will be disconnected.
3. Prices are based upon current wage rates and are subject to change without notice.
4. All material and equipment that is furnished by the Glass City Center for this service order shall remain Glass City Center property and shall be removed ONLY by the Glass City Center at the close of the show.
5. Only Glass City Center personnel may connect/disconnect or make adjustments to provided service(s).
6. Utilities will be turned on 1-hour prior to show opening time and off at show close time daily.
7. Credit will NOT be given for service installed and not used.
8. Claims will NOT be considered unless filed by the exhibitor prior to close of show.
9. The charge for service includes installation in the most convenient location and removal at the close of the show.

## ELECTRIC SPECIFIC

1. Wall, column and permanent building utility outlets are not a part of booth space and are not to be used by exhibitors unless specified otherwise.
2. Rates quoted for all connections, cover only the bringing of service to the booth in the most convenient manner and do not include connecting equipment or special wiring.
3. Use of open clip sockets, latex or lamp cord wire, duplex or triplex attachment plugs in exhibits are prohibited.
4. Under no circumstances shall anyone other than "house electrician" make electrical connections.
5. Special equipment requiring company engineers or technicians for assembly, servicing, preparatory work and operation may be executed without "house electrician", however, all service connections and overload protection to such equipment must be made by "house electricians" only.
6. All equipment must be properly tagged and wired with complete information as to type of current, voltage, phase, cycle, etc.
7. Unless otherwise directed, Glass City Center electricians are authorized to cut floor coverings to permit utility installation.
8. All exhibitors' cords must be of the 3-wire ground type. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.
9. Glass City Center is not responsible for level fluctuations / circuit failure due to temporary or local electric company conditions.
10. The Glass City Center cannot guarantee service prior to show opening for "floor orders".

## TELEPHONE/INTERNET SPECIFIC

1. Glass City Center is the exclusive provider of land line telecommunications for the Glass City Center.
2. Incomplete telecommunication requirements may delay processing and labor charges will be added in the event of changes made after initial installation.
3. Exhibitor will be fully responsible for the protection and safekeeping of telephone equipment.
4. Glass City Center is not responsible for loss of service or "line noise" due to temporary or local telephone company conditions.
5. Rates quoted for phone service cover only the bringing of service to the booth in the most convenient manner.
6. All inquiries for data line service & other special needs should be directed to the Glass City Center Event Coordinator.
7. In addition to basic telephone charges, exhibitor will be charged for long distance calls at prevailing rates.
8. Shows with heavy forklift traffic may prevent phone lines from being installed until shortly before the show opens.
9. ASM Global IT staff is not responsible for technical support of client or vendor devices utilizing broadband or wireless internet connections.
10. If a user has problems accessing the Internet over these connections, staff will not assist in making changes to the user's network settings or perform any troubleshooting on the user's own computer.
11. Wireless Access Points are configured to isolate devices and prevent against certain types of bandwidth misuse including peer-to-peer file sharing and most torrent applications
12. ASM Global is not responsible for content accessed via broadband or wireless internet connections
13. ASM Global will try to ensure wireless access is available throughout the requested area. However, users may encounter occasional "dead spots" where wireless reception may be limited or too many users are attempting to access from a particular access point
14. Wireless access is by nature an insecure medium. As with most public wireless networks, any information being sent or received over ASM Global's wireless network could potentially be intercepted by another wireless user

## FOOD AND BEVERAGE

1. The Glass City Center's in-house caterer has the exclusive rights to all food and beverages inside the facility.
2. If a food product is germane to the show, the exhibitor is permitted to pass out 2 oz. (toothpick portion) samples from within the booth space or sell the product for off-site consumption with a minimum retail price of \$8.00
3. This policy also prohibits outside food & beverages such as McDonalds, Pizza Hut and packed lunches from being brought into the facility.
4. **All vendors wishing to use fryers or ovens for cooking and preparation purposes must abide by the following guidelines:**
  - Appropriate clearance for cooking during show hours must be obtained from show manager or promoter prior to consulting building personnel for power or cooking locations. Even if clearance has been granted by the show manager or promoter the building reserves the right to restrict cooking access.
  - All cooking apparatuses MUST be electric in nature; **NO gas cooking** will be allowed in regards to fryers or stoves.
  - All oil/"deep fryer" cooking locations will be located along the loading dock side of the Glass City Center. If the vendor's booth is located in the middle of the convention, a secondary cooking location will be set up for them to use.
  - All cooking locations will be off carpeted surfaces.
  - All cooking is to be done on hard top tables, and at no time will plastic/vinyl top tables be acceptable.
  - All vendors cooking MUST have a K-type fire extinguisher next to their cooking station.
  - At NO time are vendors to use restroom sinks or garbage receptacles for grease/oil dumping. A grease/oil trap drum is located on the loading docks.
  - If, at any point, the Glass City Center Event Coordinator has determined that the vendors cooking procedures are unsafe and in violation of the guidelines outlined above, the Glass City Center Event Coordinator has the right and authority to disconnect the vendors power until provisions have been made by said vendor to accommodate the outlined above.

## OTHER UTILITIES

1. Natural gas connections do NOT include plumbing labor charges, which are available at prevailing rates.
2. Water service supply is a standard 5/8" garden hose. Exhibitor is responsible for providing specific equipment adapters



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## Exhibitor Information

### Shipping and Receiving

The Glass City Center recognizes the importance of an exhibitor's shipping and receiving schedule. However, our facility does not have dedicated storage space for exhibitor materials whether they are inbound or outbound.

Because of this, strict guidelines have been established for freight being received or shipped out.

The Glass City Center will receive exhibitor's shipments only **TWO** days prior to their event. All items arriving earlier ***will be refused***. Deliveries arriving on the contracted move-in day(s) will be placed inside the main exhibit hall.

All shipments must be labeled with: Show Name, Company Name, Contact Number & Booth Number

### Inbound Freight will be accepted starting on:

**02/21/23**

If you require your shipment to be received earlier or would like to insure its timely delivery, we recommend calling the decorator or general contractor for the show. They will allow you to ship freight directly to them in advance; they will transport it to the Glass City Center and unload it to your booth. Additionally for any extra tables, chairs, carpet, or drape needs contact the decorator to assist you in acquiring these products.

**The decorator for the show is Artcraft**

**Their number is 248-380-0843**

**The exhibitor must coordinate** to have the freight removed from the facility by the end of the scheduled move out of the event. If your shipper (including UPS & FedEx) has not picked up your freight by the end of the scheduled move-out, it will be forced to the decorator or general contractor and they will ship it by the most available means.

The exhibitor will then be responsible for all drayage and/or shipping charges. **The Glass City Center is not responsible for freight left unattended after the close of show.** The Glass City Center does not provide air bills or bills of lading to vendors or exhibitors, they must bring their own.

### Outbound Freight must be removed by:

**2/27/2023**

### Vehicles

All gasoline powered vehicles (including lawn mowers, tractors, etc.) must arrive with less than 5 gallons of gas in the vehicle's tank, have the battery disconnected and duct tape placed over the vehicle's gas cap. Once the vehicle is inside, it cannot be moved (unless pushed) until the show closes each day. The show decorator might have some additional requirements in order to protect their carpet.

Vehicles being left in the Glass City Center must turn in their keys to Glass City Center security.

### Signs, Banners & Posters

Exhibitors/clients who wish to attach signs, banners or posters to the facility's walls, pillars, airwall or floor please use blue painters tape or poster putty, which can be found at any office supply store. **The use of duct tape, scotch tape, masking tape or any other self-adhesive is strictly prohibited.**

## Helium Tanks

Any helium tanks that are brought into the Glass City Center for use prior to or during an event, **MUST** be secured to an upright hand cart designed for the tank and its size. The cart **MUST** be equipped with straps that can secure the tank to the cart. Free standing tanks without the cart **WILL NOT** be permitted inside the Glass City Center. Any questions can be directed to the Glass City Center Event Coordinator.

## Helium Balloons & Blimps

Helium balloons are permitted inside the facility; however, there is a minimum \$100 fee for recovery of balloons that have risen to the ceiling. If a **show exhibitor** has handed out balloon(s) to an attendee who later loses the balloon to the ceiling, **show management** is responsible for the fee. Small-motorized helium blimps are permitted in the building if the Show Manager has given his/her approval. If approved, the blimp must stay at least 10' from the ceiling. The same \$100 fee will be charged if retrieval from the ceiling is required.