

**BUILDING SERVICE ORDER FORM**

EVENT/FUNCTION \_\_\_\_\_ EVENT/DATE \_\_\_\_\_  
 EXHIBITOR NAME/COMPANY \_\_\_\_\_ BOOTH/ROOM \_\_\_\_\_  
 ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_  
 PURCHASE ORDER/CREDIT CARD # \_\_\_\_\_ EXP: \_\_\_\_\_

Please return this form to: **Director of Building Services, San Antonio - Riverwalk**  
**111 Pecan Street East, San Antonio, Texas 78205 Fax # 210-362-6444**

A payment of the actual amount due **MUST** accompany this order. All charges are per day.  
**DEADLINE:** Order must arrive 4 days prior to function date; otherwise, late charges will apply.  
**All Charges Are Per Day**

**SCHEDULE OF RENTALS AND SERVICES**

	QUANTITY	NO. OF DAYS	PRICE	LATE CHARGE	TOTAL
Man Lift	_____	_____	\$ 53.88	\$ 80.81	_____
Banner	_____	_____	16.16	21.55	_____
Piñata	_____	_____	16.16	21.55	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

**POWER TO RUN BOOTH**

	PRICE	TOTAL
120 Volt Single Phase Outlet up to 500 Watts	\$ 26.94	\$ 32.33
120 Volt Single Phase Outlet up to 1000 Watts	33.40	38.79
120 Volt Single Phase Outlet up to 1500 Watts	37.71	43.10
120 Volt Single Phase Outlet up to 2000 Watts	46.33	51.72
120 Volt Single Phase Outlet up to 3000 Watts	49.57	54.95
120 Volt Single Phase Outlet up to 4500 Watts	60.34	65.73
120 Volt Single Phase Outlet up to 5000 Watts	72.19	77.58
120 Volt Single Phase Outlet over 5000 Watts	_____	_____
Per 1000 Watts or Fraction	21.55	26.94
208 Volt Single Phase Outlet 20 Amps	\$ 48.49	\$ 53.88
208 Volt Single Phase Outlet 30 Amps	70.04	75.43
208 Volt Single Phase Service 50 Amps	123.91	129.30
208 Volt Single Phase Outlet 100 Amps	258.60	269.38
208 Volt Three Phase Outlet 20 Amps	70.04	75.43
208 Volt Three Phase Outlet 30 Amps	107.75	118.53
208 Volt Three Phase Service 50 Amps	193.95	215.50
208 Volt Three Phase Outlet 100 Amps	409.45	431.00
Additional 208 Volt Single Phase Power per Amp	2.69	_____
Additional 208 Volt Three Phase Power per Amp	4.31	_____
One 15 Foot Extension Cord	8.08	10.78
One 25 Foot Extension Cord	8.08	10.78
One 25 Foot Extension Cord - 4 Outlets	10.78	16.16

**SPECIAL POWER REQUIREMENT**

\_\_\_\_\_ HP                      \_\_\_\_\_ AMPS                      \_\_\_\_\_ VOLTS                      \_\_\_\_\_ PHASE  
 \_\_\_\_\_ HP                      \_\_\_\_\_ AMPS                      \_\_\_\_\_ VOLTS                      \_\_\_\_\_ PHASE

**LABOR CHARGES**

Straight Time Labor (7 AM to 4 PM)                      \$21.55 Per Hour  
 Overtime Labor (Before 7 AM, after 4 PM & Saturdays)                      32.33 Per Hour  
 Sunday and Holiday Labor                      37.71 Per Hour

**FOR ANY SERVICES NOT ORDERED IN ADVANCE, ADD 15% LATE CHARGE TO LISTED PRICE. MINIMUM LABOR CHARGE IS ONE-HALF HOUR. ALL MATERIAL AND EQUIPMENT FURNISHED REMAINS THE PROPERTY OF ADAMS MARK SAN ANTONIO - RIVERWALK.**

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**PLEASE READ REVERSE SIDE**