

UTILITY ORDER FORM

Name _____ Company _____

Address _____

City _____ State _____ Zip _____

Telephone _____ Fax _____

ELECTRICAL REQUIREMENTS:

Name of Event _____

Event Dates _____

Booth # or Name _____

Type of Equipment _____

*Advance Rates available 2 weeks prior to the event date.

Qty	Electric Power	Advanced Rate	Floor Rate	TOTAL
	120 Volts / 20 AMP	\$44.84	\$94.84	\$
	240 Volts / Single Phase	\$64.05	\$114.05	\$
			Electric Total	\$

*Subject to a 20% service charge and 6.75% sales tax.

Authorized Signature _____ Date _____

Payable to the Riverfront Convention
Center and return with your utility
order form to:

Accounts Payable
Riverfront Convention Center
203 South Front Street
New Bern, NC 28560
conventions@cravencountync.gov

Credit Card Payments: There will be a fee of 2.45% of the payment amount, with a minimum Service Fee of \$3.00 per Payment Transaction. When debit cards are used, 1% of the payment amount with a \$2.00 minimum. American Express is not accepted.