



# 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 New Bern Riverfront Convention Center and return with your utility order form to:

**Accounts Payable**  
**New Bern 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.