

**GALVESTON ISLAND  
CONVENTION CENTER**

AT THE SAN LUIS RESORT

**Utility Service Order Form**

Name of Exhibition or Show: \_\_\_\_\_

Exhibitor's Name: \_\_\_\_\_ Booth Number: \_\_\_\_\_

Exhibitor Company/Organization: \_\_\_\_\_

Date of Show: \_\_\_\_\_ Phone: \_\_\_\_\_

Method of Payment: \_\_\_\_\_

**Electrical Current Charges:**

Should it be necessary to hook up power to any devices, machinery and/or equipment, a labor order must be placed with your coordinator in advance. Estimated electrical usage per circuit is included in total price. **ALL PRICES ARE SUBJECT TO CHANGE. Deadline for service request is seven (7) days prior to arrival. PLEASE NOTE THAT IF PAID ON PROPERTY-THERE WILL BE AN INCREASE IN PRICE OF \$25.00(plus tax)\* PER DAY- ON EACH ITEM REQUESTED.**

<u>Quantity/Requirements</u>	<u>Amps</u>	<u>Unit Charge (tax included)</u>	<u>Total</u>
____ 110 volts (1 Duplex Outlet)	20	\$ 75.78 (per day)*	\$ _____
____ 220 volts (1 Duplex Outlet)	50	\$270.63 (per day)*	\$ _____
____ 10' to 25' Extension Cord		\$ 5.42 (per day)*	\$ _____
____ Power Strip		\$ 10.83 (per day)*	\$ _____

- THIS CONVENTION CENTER RESERVES THE RIGHT TO LIMIT ANY AVAILABLE POWER SUPPLY.

**Phone Charges:** This is a per day charge.

<u>Quantity/Item</u>	<u>Unit Charge (tax included)</u>	<u>Total</u>
____ Standard Phone Line/ with phone	\$108.25 (per day)*	\$ _____

- Direct Lines are not available

**Internet Charges:**

<u>Quantity/Item</u>	<u>Unit Charge (tax included)</u>	<u>Total</u>
____ Wired (T1) Highspeed Internet Line	\$108.25 (per day)*	\$ _____

- The Convention Center does provide complimentary wireless internet.

**Water Charges:**

<u>Quantity/Item</u>	<u>Unit Charge (tax included)</u>	<u>Total</u>
____ Water Connection	\$108.25 (per day)*	\$ _____
____ Gallons of Water	\$1 per gallon	\$ _____

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**CREDIT CARD BILLING AUTHORIZATION FORM**

DATE: \_\_\_\_\_

CONVENTION NAME: \_\_\_\_\_

CONVENTION DATES: \_\_\_\_\_

EXHIBITOR COMPANY/ORGANIZATION: \_\_\_\_\_

EXHIBITOR BOOTH NUMBER: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_

CONTACT PHONE: \_\_\_\_\_

CONTACT FAX: \_\_\_\_\_

CONTACT EMAIL: \_\_\_\_\_

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

CARD: (MASTER CARD, AMERICAN EXPRESS, VISA, DISCOVER, OR DINERS CLUB)

CARD NUMBER: \_\_\_\_\_

EXPIRATION DATE: \_\_\_\_\_

AMOUNT APPROVED FOR BILLING: \$ \_\_\_\_\_

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

Please complete and fax forms to Lisa Clemons at (409) 744 6913 or email them to [lclemmons@ldry.com](mailto:lclemmons@ldry.com). If you have any questions, please contact me at (409) 740 8686. To send payment in advance via check, mail to Galveston Island Convention Center (The San Luis Resort) 5222 Seawall Blvd., Galveston, TX 77551. Attention: Lisa Clemons/Conference Planning. PLEASE NOTE THIS IS NOT THE CONVENTION CENTER RECEIVING ADDRESS. (Galveston Island Convention Center, 5600 Seawall Blvd., Galveston, TX 77551 for receiving shipments).

*Please note if you order electrical on-site there will be an additional charge for late orders, no exceptions.*

If you would like a receipt emailed to you (this will not take place until the event concludes), please list your email address: \_\_\_\_\_

## FIRE REGULATIONS – CITY OF HOUSTON

REF. CODE: 17.26029@

FOLLOWING IS THE WHOLE CODE

Sec. 17-26.29. Comply with the following requirements to install, operate or maintain any display, concession, exhibit, show or ride in any building or area for purposes of public entertainment, information and/or merchandising purposes:

1. All tents, awnings, curtains, drapes, and decorations, either interior or exterior, must be constructed of flameproof material, or treated with an approved flameproofing solution. (Treatment shall be renewed as often as may be necessary to maintain the flame proofing effect.)
2. All exits, hallways and aisles leading from buildings and/or tents are to be kept clear and unobstructed at all times.
3. No exit door shall be locked, bolted or otherwise fastened or obstructed when the building is occupied.
4. All sawdust and shavings shall be kept damp at all times.
5. Automobiles, trucks, tractors, machinery and other motor vehicles utilizing flammable fuels, which are placed on display inside any building, shall have no more than two (2) gallons of fuel in the tank; and all fuel tanks shall be locked or effectively sealed and battery cables shall be disconnected from the ignition system. Ignition keys for vehicles on display shall be kept by a responsible person at the display location for removal of such vehicles from the building in the event of emergency.
6. The use of liquified petroleum gases in buildings, tents, or areas used for exhibition purposes is strictly prohibited except that use of such gases for demonstration purposes shall be by special permit from the Fire Marshal in accordance with provisions of Article X of this code.
7. "No Smoking by Order of the Fire Marshal" signs shall be posted and maintained in areas designated by the Fire Marshal in accordance with Article XX. Sec. 20-7 of this code.
8. Trash and rubbish, grease, etc., shall be removed from buildings, tents and areas at least once each day.
9. All electrical wiring shall be installed in a manner approved by the City Electrical Inspector.
10. Approved fire extinguishing equipment shall be provided and maintained in all areas as designated by the Fire Marshal.
11. All standpipe and hose cabinets shall be kept clear and unobstructed at all times.
12. The use of welding and cutting equipment for demonstration purposes shall be approved by the Fire Marshal.

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13. The demonstration of equipment using liquid fuel in buildings is prohibited, except as prescribed in Article XX of this code.
14. There shall be no obstructions blocking exit doors from the outside of any building, such as autos parked in doorways, or barricades across the sidewalks.
15. Where smoking is permitted, there shall be provided on each table and at other convenient places suitable noncombustible ashtrays or match receptacles. It shall be an offense for any person to smoke or to carry lighted tobacco in areas within buildings where a trade show is being set up or torn down except in specific areas designated by the Fire Marshal or his representative for smoking tobacco.
16. Each exhibitor shall provide an approved metal container with metal cover for daily accumulation of waste material.
17. All griddles and cook stoves shall be installed at a reasonable and safe distance from all combustible materials and be protected by metal and asbestos protectors.
18. The use of all gas fired heating units, either portable or stationary, shall meet the approval of the City Plumbing Inspector and/or the Fire Marshal. The use of the so-called "Salamander" stove is strictly prohibited.
19. All cooking appliances shall be equipped with ventilating hoods and equipment as deemed necessary by the Fire Marshal, but in any instance such equipment shall be installed in accordance with provisions of the city building and fire codes.
20. All flammable liquids used in any exhibit area shall be stored in an approved underground tank and/or special approved storage room, and dispensed from an approved pump into a vehicle tank or underwriter's laboratories labeled safety can, in compliance with the fire code.
21. No curtains, drapes, or decorations shall be hung in such a manner, as to cover any exit signs.
22. No vehicles shall be parked in fire lanes outside of buildings.
23. No flammable liquids shall be used or admitted inside of buildings except by approval of the Fire Marshal.
24. Artificial lighting such as lanterns and candles are prohibited, except when approved by the Fire Marshal's office.
25. No smokeless powder allowed unless authorized by Fire Marshal. Refer to Section 11.8 of the Houston Fire Code.