

Duke Energy
Convention Center



BOOTH LAYOUT FORM

Return completed form with order and payment form (see payment form) to:

Attn: Facility Services

525 Elm Street

Cincinnati, Ohio 45202

exhibitorservices@duke-energycenter.com

Fax: (513) 419-7327

Phone: (513) 419-7300

Unless otherwise specified, all power and/or utilities will be installed at a single location at the back of the booth (in-line or end-cap booths), or in the most convenient location for DECC to install (island booths). Additional charges will apply if electrical service is needed in other locations within your booth and/or connection to exhibitor equipment.

Please indicate service location using the booth diagram below (your booth broken into four quadrants). Be sure to identify where you would like your main drop located (identify as "main drop") as well as any additional services or equipment (these will originate near the main drop location). Island booths must have at least one main drop from overhead. Please specify if you would like ordered electric service to be installed under your carpet, and any additional special instructions (i.e. overhead hanging sign locations requiring service). Count the total # of service locations inside your booth (including Main Drops) and add to your Electrical Labor Form (under Service Location Labor). **Booths larger than 20x20 require submission of a scaled drawing showing all service locations.**

(Back of your booth)

Adjacent Booth # _____		
		Adjacent Booth # _____
	Adjacent Booth # _____	

Event: _____ Booth #: _____ Booth Size _____ Move-In Date: _____

Company Name: _____ Email: _____

On-Site Contact: _____ Cell Phone: _____

**On-site contact information will be used if our engineers need clarification on service location.*