

# Jacob K. Javits Convention Center

655 West 34th Street  
New York, NY 10001-11

**URGENT!**

Please be aware ALL customers must  
complete:

- 1) A Javits “Service Order Payment Form”.
- 2) Electrical, Cleaning, Plumbing &  
Telecommunication Request Form.

Please look in the Show Kit supplied to  
you by the Show Manager for the  
Javits Order forms kit.

Also please read and follow the  
instructions attached.

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**Wire Transfer Information:**

**THE CHASE MANHATTAN BANK**

Contact Person : Ms. Kris Young  
Telephone Number : (518) 433 – 2535  
Address : The Chase Manhattan Bank  
12 Corporate Wood Blvd.  
Albany, New York 12211

Bank Account Number: 573 – 804249

Routing Number – Federal Reserve: ABA 021000021

Routing Number – SWIFT : CHAS US 33

**IMPORTANT INFORMATION:**

- 1) Please be aware your wire transfer must include the **TOTAL BALANCE** of your service request and the **DEPOSIT**.

**-OR-**

The wire transfer must be for the **TOTAL BALANCE** of your service request and with the **CREDIT CARD** information completed on the Service Order Payment Form (section 2).

- 2) You **must** include the **Show** and **Booth Number** along with your **Company Name** on your wire transfer. Failure to do so will result in delay of service.

**In addition, please email or fax a copy of your wire transfer Bank receipt to me.**

Thank you,

**Erika Quiroz**

Exhibitor Service

Phone (212) 216 – 2736 Fax (212) 216 – 4169

Email: [equiroz@javitscenter.com](mailto:equiroz@javitscenter.com)

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## Electrical Wire Transfer Order Policy

All companies without a valid credit card must follow the procedures listed below. There are no exceptions to the rules, except companies that are to be billed to the Show Management or the Show Decorator.

### **Rule 1**

**A deposit of \$250.00 is required** for each Quantity of Electrical Wattage ordered.

Ex: 1 – 500 watt = 250.00                      1 – 1000 watt = 250.00  
      2 – 500 watt = 500.00                      2 – 1000 watt – 500.00 etc.

### **Rule 2**

All changes from Javits Flood Lamps to Power Wattage are subject to **RULE 1**.

### **Rule 3**

All exhibitors with a credit balance requesting a refund at the end of the show will be **mailed a check** three to four weeks after the last show date.

### **Rule 4**

**NO REFUNDS** are given at the show Service Desk.

**\*\*\*NO DEPOSIT – NO SERVICE \*\*\***

Finance Dept.

## **Electrical Power & Multi Box/Plug in Strip Connection**

Multi Box/Plug in Strip is an extension cord only and requires an Electrical Wattage.

- A) All of the Javits electrical watts are SINGLE connections.  
(Items E25, E26, E27, E30, E31 on the Electrical Request Form)
- B) When ordering Electrical Service and requesting a Multi Box or a Plug in Strip please note the Fire Hazards:
- 1- It is a Fire Hazard to connect more than one Multi box or Plug in Strip to a single connection.
  - 2- It is a Fire Hazard to connect a Multi box into another Multi Box or a Plug in Strip.
  - 3- It is a Fire Hazard to connect a Plug in Strip into another Plug in Strip.
- C) Here are some examples on how to include a Multi Box or Plug in Strip:
- 1- If you order one E25, you may order: one Multi Box or one Plug in Strip.
  - 2- If you order two E25, you may order two Multi Boxes or two Plug in strips or one Multi Box with one Plug in Strip.
  - 3- If you order one E25 and one E26, you may order: two Multi Boxes or two Plug in strips or one Multi Box with one Plug in Strip.

**If you still require assistance please call our Electricians at (212) 216 – 2655.**

Thank you,

**Erika Quiroz**

Exhibitor Service

Phone (212) 216 – 2736 Fax (212) 216 – 4169

Email: equiroz@javitscenter.com

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## Telecommunication **Wire Transfer Order Policy**

All companies without a valid credit card must follow the procedures listed below. There are no exceptions to the rules, except companies that are to be billed to the Show Management or the Show Decorator.

**\*\*Please be aware we do NOT supply Fax machines.\*\***

### **Rule 1**

A deposit of **\$500.00** is required for each Quantity of Hard Line service ordered.

Ex: 1 – Single Line = 500.00      1 – Multi Line = 500.00  
2 – Single Line = 1000.00      2 – Multi Lines = 1000.00 etc.

### **Rule 2**

All exhibitors with a credit balance requesting a refund at the end of the show will be mailed a check.

### **Rule 3**

**NO REFUNDS** are given at the show Service Desk.

**\*\*\*NO DEPOSIT – NO SERVICE \*\*\***