DEPARTMENT OF ENGINEERING
Facilities Management

ELECTRICAL SPECIFICATIONS FOR SPECIAL EVENTS SUMMER OF 2010

EACH ORGANIZATION WILL NEED TO CIRCULATE THIS FORM TO ALL OF THEIR VENDORS. ANY QUESTIONS MAY BE ANSWERED BY CONTACTING LONNY BORNSTEIN AT THE CITY OF SYRACUSE'S ELEC. DEPT. AT 473-4407

The following is to be filled out by all vendors. Vendors should have their electrical request into the City Electrician no later than ***1 week*** prior to their special event's scheduled date. For vendors that are involved in multiple events they will need to submit their requirements for each event. Every event is unique depending setup, power availability, and other logistics that are subject to change. Vendors that do not submit their requirements on time will have their electrical needs addressed last, **IF THERE IS SUFFICENT TIME AND POWER REMAINING.**

EVENT THAT YOU WILL BE VENDING AT:_____

VENDOR'S NAME:_____ **CONTACT PERSON:**_____
TYPE OF VENDING:_____ **PHONE NUMBER:**_____

TYPE OF EQUIPMENT	1-3 PHASE	VOLTAGE	WATTAGE	AMPERAGE	QUANTITY

ANY EQUIPMENT THAT IS TO BE USED AT THESE EVENTS ARE SUBJECT AN ELECTRCAL INSPECTION, BY THE ELECTRICIANS WORKING THAT EVENT. IF THIS EQUIPMENT IS IN AN UNSATIFATORY CONDITION (UNSAFE OR INCORRECTLY WIRED) THIS EQUIPMENT WILL BE DISCONNECTED OR NOT HOOKED UP AT ALL. THIS CALL IS MADE BY THE CITY ELCTRICIANS AND BECAUSE OF SAFETY REGULATIONS IS NOT NEGOTIABLE.