

# Electricity Use Form

**Our electricity capacity is limited, so in an effort to better accommodate each electricity request, please read the following information and fill out the form below very carefully.**

- Please list all types of electrical items that will be in use within your booth.
- Look at the nameplate rating located on each piece of equipment to determine the wattage and amperage needed for that item.
- All service must be converted to amps. If the amperage is not included on your equipment, the formula "Watts divided by Volts" should be used in order to receive the correct amperage. (Ex. Computer: 300 watts/120 volts = 2.5 amps.)
- If you have a powered kiosk that plugs in, please specify it and the amperage in the list below. It must be a ground-faulted connection with 120 vault outlet.

## IMPORTANT

**Your booth location may be moved or adjusted once you move in to accommodate your power needs. Once you have submitted this form, your booth will only be supplied enough power for the items on this list. Please note that all electricity requests will be submitted to the Marshall Rec staff for approval. Some requests may be declined based on availability.**

- Electricity Use Requests must be submitted no later than the end of the day Friday, August 8th, 2025. Please send by email to [fischer38@marshall.edu](mailto:fischer38@marshall.edu), or by mail to 402 Thundering Herd Drive Huntington, WV 25755. Please allow 3-4 days for delivery).
- Exhibitors submitting forms after August 8th, 2025 may not have their electricity needs honored.
- If you have questions about electricity or a piece of equipment, contact the manufacturer or our Associate Director of Facility Operations, Mike Weaver, for further assistance at 304-696-2943 or [weaverm@marshall.edu](mailto:weaverm@marshall.edu).

EQUIPMENT	WATTS	VOLTS	AMPS	COMMENTS

Business/Organization

Contact Person

Phone Number

