

EXHIBITOR ORDER FORM

(EVENT NAME)

(EVENT DATES)

(EXHIBITOR / COMPANY NAME)

(COMPANY ADDRESS)

(TELEPHONE NUMBER)

(ON-SITE CONTACT NAME)

ELECTRICAL OUTLETS:		QTY	AMT
120V	15 AMPS	\$45.00/day _____	_____
	20 AMPS	\$50.00/day _____	_____
208 V	0-30 AMPS	\$285.00/day _____	_____
1Ø	Addl Day	\$85.00/day _____	_____
208 V	0-30 AMPS	\$350.00/day _____	_____
3Ø	Each Add Amp	\$6.00 _____	_____
	Addl Day	\$125.00 _____	_____
	_Extension Cord	\$ 25.00/Each/Day _____	_____
	Power Strip\$	25.00/Each/Day _____	_____
	Power Distribution Boxes:		
	- 20 AMP Quad Box\$	200.00/Day _____	_____
	Booth or Table Number:	_____	_____

EQUIPMENT RENTAL:		QTY	AMT
- 60 AMP Quad Box	\$ 350.00/Day	_____	_____
Banner Hanging			
- Banner on Pipe/Drape			
Not including Equipment	\$ 125.00/Each	_____	_____
- Ceiling Lift / Banner	\$ 250.00/Each	_____	_____
Shared Network Internet			
Set- up Fee	\$150.00/Each/Day	_____	_____
Individual User	\$25.00	_____	_____

PACKAGE HANDLING CHARGES:
ALL PACKAGES SHIPPED DIRECTLY TO HOTEL WILL INCUR A HANDLING FEE PAYABLE UPON DELIVRY AT BOOTH VIA CREDIT CARD OR TO GUEST ROOM ACCOUNT.

\$6.00.....SMALL / MEDIUM	
\$25.00.....LARGE	
\$85.00.....Crate	
\$200.00...Pallet	

Set-up Date/Time: _____

Removal Date/Time: _____

Additional Requirements: _____

PLEASE NOTE:

1. Above prices do not include connecting equipment or special wiring.
2. All cords must be of the three-wire, ground type. Unless supplying your own power cords/power strips, please include the cost of renting these items when sending your payment.
3. Any additional electrical requirements or charges not listed on this form will require Engineering Department approval.
4. All 208 Volt service and water service require labor.
5. Orders with payment must be received a minimum of ten (10) working days prior to the set-up day to qualify for the rates listed.
6. **Please add 15% Service Charge and 10.25% Tax to all orders listed above.**

I HAVE READ AND WILL COMPLY WITH ALL RULES AND REGULATIONS ACCOMPANYING THIS FORM AND FOLLOWING PAGE:

(SIGNATURE OF AUTHORIZED REPRESENTATIVE)

(DATE)

FAX TO: 562-983-3478