



EXHIBITOR ORDER FORM

(EVENT NAME)

(EVENT DATES)

(EXHIBITOR / COMPANY NAME)

(COMPANY ADDRESS)

(TELEPHONE NUMBER)

(ON-SITE CONTACT NAME)

Table with columns: ELECTRICAL OUTLETS, QTY, AMT. Rows include 120V 15 AMPS, 20 AMPS, 208 V 30 AMPS, 1Ø Additional Day, 208 V 30 AMPS, 3Ø Ea Add'l AMP, Additional Day.

Table with columns: EQUIPMENT RENTAL, QTY, AMT. Rows include Extension Cord, Power Strip, Power Distribution Boxes, Banner Hanging, Hard-Line Internet.

Table with columns: PACKAGE HANDLING CHARGES, QTY, AMT. Rows include Standard Box, up to 50 lbs., Standard Box, Over 50 lbs., Pallets.

Booth or Table Number: _____

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.
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 10.25% Sales Tax to all orders listed above.

TOTAL CHARGES _____

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

(SIGNATURE OF AUTHORIZED REPRESENTATIVE)

(DATE)

PLEASE BE SURE TO INCLUDE AN EMAIL ADDRESS. ONCE FORM IS COMPLETED YOU WILL RECEIVE AN EMAIL WITH THE CREDIT CARD AUTHORIZATION FORM TO FILL OUT.