

Exhibit Services Order Form

Holiday Inn Boxborough

242 Adams Place, Boxborough, MA 01719
Phone: (978) 263-8701 Fax: (978) 266-9429

Floor Order Applies to Orders Received Within 72 Hours of the Show Set Up Date.

Please indicate below the services you require and the method of payment. Prices are a one-time fee for the length of your show (not per day), excluding high speed internet access. Fax order with credit card authorization form to (978) 266-9429 and all payments made by check must be received no later than 7 days prior to Show date. Mail all checks to the address above, attention the Executive Office, payable to Holiday Inn Boxborough.

IF THE FORM OF PAYMENT IS CREDIT CARD, YOU MUST PROVIDE A COPY OF THE FRONT & BACK OF THE CREDIT CARD OR PROVIDE THE SECURITY CODE FOR AUTHORIZATION. THE SECURITY CODE MAY BE WRITTEN BELOW OR CALLED INTO OUR SALES OFFICE.

General Information

Show Name: _____

Show Date: _____

Company:
Contact:
Telephone:
Address:
On Site Contact:
Booth #:

Electrical Service

Quantity	Service	Advance Order	Floor Order	Total
	Shared 120V supply (10 amp max)	\$75.00	\$110.00	
	Dedicated 120V, 20 amp supply	\$95.00	\$125.00	
	208V single phase, 20 amp (max)*	\$95.00	\$125.00	
	208V single phase, 60 amp (max)*	\$125.00	\$160.00	
	208V single phase, 100 amp (max)*	\$140.00	\$170.00	

(Other configurations available, Contact the Engineering Department at (978) 889-1740)

*Please check the type of connector being used on the chart below. If your connector is not shown, please write the connector designation in the space provided.

Connector Number						
	L5-15, 125 VAC	L5-20, 125 VAC	L5-30, 125 VAC	L6-15, 250 VAC	L6-20, 250 VAC	L6-30, 250 VAC
L7-15, 277 VAC	L7-20, 277 VAC	L7-30, 277 VAC	L14-20 125/250 VAC	L14-30 125/250 VAC	L15-20 250 VAC	L15-30 250 VAC

Telephone/Data Line

# of Days	Service	Advance Order	Floor Order	Total
	Telephone Line	\$75.00	\$110.00	
	Direct Dial Line	\$110.00	\$140.00	
	Speaker Phone	\$65.00	\$140.00	

Payment Procedures

Credit Card Type: _____ Credit Card Authorization Form: Yes _____ No _____ Grand Total \$ _____
 Cardholder Name: _____ Card # _____ Exp Date _____
 CC security code _____ Check Amount Enclosed _____

Cost of Telephone Lines DO NOT include the cost of calls

Orders without pre-payment will not be processed

Internal Use Only

All prices include a 21% Taxable Administrative Fee