

# EXHIBITOR SERVICES ORDER FORM



EVENT	EVENT DATE
COMPANY/FIRM	BOOTH NUMBER (please verify)
STREET ADDRESS <small>Name should match registration documents</small>	CONTACT PERSON
CITY STATE ZIP	PHONE NUMBER

## EQUIPMENT Equipment prices are for the run of the show/event

* Items subject to availability	EARLY DISCOUNT	REGULAR RATES
	8+ days prior to event ONLY	0-7 days prior to event
Air*	\$ 100.00	\$200.00
Booth Carpet (10'x10')*	\$ 100.00	\$200.00
Chair (padded)	\$ 5.00	\$10.00
Clip Lamp*	\$ 20.00	\$40.00
HDMI	\$ 5.00	\$10.00
Masking Tape (roll)*	\$ 3.00	\$3.00
Projection Screen*	\$ 15.00	\$30.00
Projector*	\$ 50.00	\$100.00
Sign Hooks (per pair)	\$ 2.00	\$4.00
Small waste basket w/liner	\$ 3.00	\$6.00
Stool - 29"	\$ 10.00	\$20.00
Table - 8ft Banquet	\$ 15.00	\$30.00
Table - 8ft Banquet dressed	\$ 25.00	\$50.00
Table - Cocktail round Table -	\$ 15.00	\$30.00
Banquet linen (white) Table -	\$ 5.00	\$10.00
Banquet linen (black) TV	\$ 7.00	n/a
(50") & stand*	\$ 150.00	\$300.00

**EQUIPMENT TOTAL: \$**  
*Fill-in total of equipment orders*

## ELECTRICAL / INTERNET SERVICE All electrical/internet services are per day

EARLY DISCOUNT	8+ days prior to event ONLY	Fill-in Sub-total	24-Hour service?	24-Hour service?	SERVICE NOTES
			Add 50% of total	Add 50% of total	Power is turned off at the end of each show day unless pay for 24-hour service.
STANDARD 120 v - 20a (2400 watts)	X	= \$		+	
208v / 240v - single phase - 30a*	X	= \$		+	
208v / 240v - single phase - 50a*	X	= \$		+	
208v - three phase - 30a*	X	= \$		+	
480v - three phase - 30a*	X	= \$		+	
Motorhome Electric (per day)		\$			
			<b>SUB-TOTAL = \$</b>		
REGULAR RATES	0-7 days prior to event	Fill-in Sub-total	24-Hour service?	24-Hour service?	
			Add 50% of total	Add 50% of total	
STANDARD 120 v - 20a (2400 watts)	X	= \$		+	
208v / 240v - single phase - 30a*	X	= \$		+	
208v / 240v - single phase - 50a* -	X	= \$		+	
208v - three phase - 30a*	X	= \$		+	
480v - three phase - 30a*	X	= \$		+	
Motorhome Electric (per day)		\$			
			<b>SUB-TOTAL = \$</b>		
<b>Power Strip or Extension Cord</b>			<b>SUB-TOTAL = \$</b>		
<small>**Electrical DOES NOT include extension cords or power strips</small>					

**ELECTRICAL TOTAL: \$**  
*Fill-in total of electrical orders*

## PAYMENT DETAILS

Credit Card # \_\_\_\_\_ Exp \_\_\_\_\_ SSC \_\_\_\_\_  
 Name on card \_\_\_\_\_  
 Billing Address \_\_\_\_\_

**ORDER TOTAL \$**

**E-MAIL:** *Rental & service fees non-refundable once delivered*

### FOR DELTAPLEX PERSONNEL ONLY

Received - Date: \_\_\_\_\_ Initials \_\_\_\_\_ Processed - Date \_\_\_\_\_ Initials \_\_\_\_\_  
 Review and verify details \_\_\_\_\_ NOTES \_\_\_\_\_

**CONTINUE TO PAGE 2 - ADDITIONAL INFORMATION AND DETAILS - SIGNATURE REQUIRED**

# EXHIBITOR RULES & INFORMATION

1. Wall outlets, column outlets and other permanent building outlets are NOT a part of booth space.
2. Electrical power for lights and displays will be turned off ½ hour after the show closing time. EXHIBITORS REQUIRING 24 HOUR SERVICE WILL BE CHARGED THE REGULAR RATE PLUS 50%. Special notice of this requirement must be given to the DeltaPlex office.
3. All materials and equipment furnished by DeltaPlex for this order will remain the property of the DeltaPlex.
4. Use of open clip sockets, latex or lamp cord wire, duplex or triplex attachment plugs is prohibited.
5. Only DeltaPlex staff may make service connections. However, company engineers or technicians may assemble service and operate equipment with special requirements.
6. All equipment must be properly wired and tagged with complete information as to type of current, voltage, phase, cycle, horsepower, amperage, etc.
7. Any work not covered under the adjacent unit price schedule will be done on a time and material basis at prevailing rates. There shall be ½ hour minimum for such time and material work.
8. The electricians reserve the right to adjust the electrical orders to meet actual requirements.
9. All equipment must comply with Federal, State and Local Electrical Safety Codes.
10. The charge for outlets will be made on the basis of maximum wattage in use at time of inspection.
11. Each service is for a single appliance or piece of equipment's maximum rating.
12. If a receptacle is needed for a piece of equipment (other than standard 110v) a charge for time and materials will be assessed.
13. Service will be brought to the rear of the booth in the most convenient manner.
14. No claims will be accepted or adjustments made, unless filed by the exhibitor in writing prior to close of the event.
15. Any chargeable labor will be billed at \$50.00 per hour with a ½ hour minimum.
16. Any other equipment needed from the DeltaPlex requires a fee. Contact the DeltaPlex for other equipment and item pricing.
17. Items requested may be limited and not guaranteed available. Items are reserved based on who paid for the rented item(s) first and is subject to availability.
18. All equipment to remain the property of the DeltaPlex Arena
19. Payment must be received in full prior to services provided. No exceptions.

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**Signature**

**Date**

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**Printed Legal Name**