

EXHIBITOR SERVICES ORDER FORM



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

EARLY DISCOUNTED PRICE applies ONLY to orders paid in full and received 7 DAYS PRIOR TO THE FIRST SCHEDULED SHOW DAY

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

	EARLY DISCOUNT	PRICE	Quantity	Subtotal	NOTES
Air*	\$ 100.00	\$ 200.00			TOTAL: \$.
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	\$ 15.00	\$ 30.00			
Table - Banquet linen (white)	\$ 5.00	\$ 10.00			
Table - Banquet linen (black)	\$ 7.00	n/a			
TV (50") & stand*	\$ 150.00	\$ 300.00			
Misc item	\$	\$			

* Items subject to availability

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

ELECTRICAL CALCULATION: Base Price + (25% of base x additional days) x number of hookups, etc.

	Early Order Day 1 Price	DAY 1 PRICE	Cost per Add'l Day	# of Add'l Days	Quantity	SUBTOTAL	SERVICE NOTES
STANDARD ELECTRIC							Power is turned off at the end of each show day. If 24 hour electrical service is required add 50% to cost
<i>Example: 120v power order</i>	\$ 50.00	+25% of base	\$12.50	x 2	x 1	\$75.00	
120 v - 20a (2400 watts)	\$ 50.00	\$ 70.00	+25% of base ()	x ()	x ()		
Power Strip	\$ 20.00	\$ 20.00	+25% of base ()	x ()	x ()		
Extension Cord	\$ 20.00	\$ 20.00	+25% of base ()	x ()	x ()		Electrical DOES NOT include extension cords or power strips
HEAVY / OTHER ELECTRICAL							
208v / 240v - single phase - 30a*	\$ 80.00	\$ 120.00	+25% per day ()	x ()	x ()		
208v / 240v - single phase - 50a*	\$ 120.00	\$ 180.00	+25% per day ()	x ()	x ()		
208v - three phase - 30a*	\$ 125.00	\$ 165.00	+25% per day ()	x ()	x ()		VENDOR NOTES
480v - three phase - 30a*	\$ 250.00	\$ 300.00	+25% per day ()	x ()	x ()		
Motorhome Electric (per day)	\$ 60.00	\$ 80.00	+25% per day ()	x ()	x ()		
24 HOUR USE PREMIUM	50%	50%					
INTERNET	Hardwired: contact venue for availability and pricing		Wireless access per day. Wifi settings → "DeltaPlex \$2 Internet Access"				TOTAL \$.
	* Items subject to availability based on location needed						

EQUIPMENT FOR RENTAL USE ONLY. REPLACEMENT FEE AT PREMIUM RATES WILL BE ASSESSED FOR ANY ITEMS NOT RETURNED.

PAYMENT DETAILS

Send form **BY MAIL: 2500 Turner Ave Grand Rapids, MI 49544** **BY FAX: 616-559-8001** **EMAIL: events@deltaplex.com**

E-MAIL: _____
 You will be sent a confirmation receipt. Please contact the DeltaPlex if you do not receive.

ORDER TOTAL \$

PAYMENT TYPE

Cash Check # _____ Credit Card # _____

Exp _____ SSC _____

Name on Card _____

Billing Address _____ State _____ Zip _____

Equipment rental 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.

Signature

Date

Printed Legal Name