

Colorado Springs Women's Living Expo 2008
EXPO DATES: October 10th - 12th, 2008

ELECTRICAL ORDER FORM

(Return Completed Form by Sept 25th 2008)

Booth # _____
 Exhibitor Name _____
 Contact Name _____
 Phone () _____ Fax () _____
 Email _____
 Address _____
 City/State _____ Zip _____

POWER & ACCESSORIES

<u>QUANTITY</u>	<u>DESCRIPTION</u>	<u>ADVANCE</u>	<u>FLOOR ORDER</u>	<u>TOTAL</u>
_____	120V – 5 AMP OUTLET – 500W	\$ 40.00 EACH	\$ 60.50 EACH	\$ _____
_____	120V – 10 AMP OUTLET – 1000W	\$ 77.00 EACH	\$ 99.00 EACH	\$ _____
_____	120V – 20 AMP OUTLET – 2000W	\$ 115.50 EACH	\$ 137.50 EACH	\$ _____
_____	208V – 3 PHASE – 20 AMP	\$ 165.00 EACH	\$ 187.00 EACH	\$ _____
_____	208V – SGL. PHASE – 50 AMP	\$ 187.00 EACH	\$ 220.00 EACH	\$ _____

Exhibitors are responsible for providing extension cords and power strips.

EXHIBIT BOOTHS WILL BE INVENTORIED AT THE EXPO

SERVICES BEING USED AND NOT ORDERED IN ADVANCE WIL BE CHARGED THE FLOOR RATE

EXHIBITORS REQUIRING 24-HOUR SERVICE, CLEAN OR DEDICATED LINES WILL BE CHARGED AT APPLICABLE RATES PLUS 25%. PLEASE NOTE ON THE ORDER FORM OR ADVISE THE FACILITY SERVICE DESK.

PROPER TAGGING OF EQUIPMENT TO INDICATE VOLTAGE, PHASE, CURRENT, ETC. IS EXHIBITOR'S RESPONSIBILITY. PHIL LONG EXPO CENTER WILL NOT BE HELD LIABLE FOR ANY DAMAGE TO EXHIBITOR'S EQUIPMENT.

ALL WIRING AND ELECTRICAL WORK ON EXHIBITOR'S DISPLAY WILL BE CHARGED ON A TIME & MATERIAL BASIS.

LABOR RATES: \$61.00 PER HOUR, 8:00 AM – 4:00 PM, MONDAY THROUGH FRIDAY;
 ALL OTHER TIMES AND DAYS, \$115.00 PER HOUR. ONE-HOUR MINIMUM CHARGE.

ALL PRICES/SERVICES ARE SUBJECT TO CHANGE WITHOUT NOTICE

PAYMENT:

CREDIT CARD:

CARDHOLDER'S NAME _____ CARDHOLDER'S SIGNATURE _____

CIRCLE ONE: VISA MASTERCARD AMERICAN EXPRESS

CARD# _____ **EXPIRATION DATE** ____/____

CHECK: Make Checks Payable to Donnell Productions

CHECK NUMBER _____ DATED _____ IN THE AMOUNT OF \$ _____

**PAYMENT BY CHECK MUST BE RECEIVED BEFORE ADVANCE ORDER DEADLINE*

RETURN FORM BY MAIL OR FAX by September 25th 2008

BY MAIL:
 Donnell Productions
 450 Center Street, Unit #6
 Southport, CT 06890

BY FAX:
 Donnell Productions
 203-259-3354