

Remit to: **Phil Long Expo Center, 1515 Auto Mall Loop, Colorado Springs, CO 80920 719.867.6635 Fax: 719.867.6631**

C.S. Women's Living Expo October 10 & 11, 2009

Utilities Order Form

Advance Order Deadline Date: (2 WEEKS BEFORE MOVE-IN)

Event: _____ Event Dates: _____ Booth # _____ Exhibitors Name _____ Contact Name _____ Phone (____) _____ Fax (____) _____ Email _____ Address _____ City/State/Zip _____	Enclose Check or Money Order Payable to ' <i>Phil Long Expo Center</i> ' Check # _____ Dated _____ Amt. \$ _____ <u>*Payment by check must be received before advance order deadline</u> <u>A 4.5% PROCESSING FEE WILL BE ADDED TO ALL CREDIT CARD TRANSACTIONS</u> Visa or MasterCard # _____ Exp Date ____/____ Cardholder Name _____ Cardholder Signature _____
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THERE WILL BE NO REFUNDS ONCE FORM IS SUBMITTED WITH PAYMENT IN ANY WAY

ALL CHARGES MUST BE PAID BEFORE DELIVERY OF MATERIALS

ALL PRICES/ SERVICES ARE SUBJECT TO CHANGE WITHOUT NOTICE

POWER & ACCESSORIES

<u>QTY.</u>	<u>DESCRIPTION</u>	<u>ADVANCE</u>	<u>FLOOR ORDER</u>	<u>TOTAL</u>
_____	Move-In/Move-Out Cart Rental	\$ 5.00 Each	\$ 10.00 Each	\$ _____
_____	120V – 20AMP Outlet—2000W	\$ 80.50 Each ***	\$ 115.50 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

WATER & DRAIN

_____	Water Fill and Drain (Up to 2,000 gallons)	\$ 132.00	\$ 242.00	\$ _____
_____	Over 2,000 gallons to 4,000 gal. add	\$ 44.00	\$ 55.00	\$ _____

COMMUNICATION

_____	Telephone	\$ 214.50		\$ _____
_____	High Speed Internet	\$ 165.00		\$ _____
_____	Cable TV Connection	\$ 154.00		\$ _____

TOTAL AMOUNT DUE \$ _____

EXHIBIT BOOTHS WILL BE INVENTORIED AT EVENT-SITE. SERVICES/ITEMS BEING USED AND NOT ORDERED, (PIRATING) WILL BE CHARGES AT THE 'FLOOR ORDER 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. All wiring and electrical work on exhibitor's display will be charges on a Time & Materials basis. Labor rates: \$61.00 per hour 8:00am-4:00pm, Monday—Friday; all other times and days \$115.00 per hour. One-hour minimum charge. Phil Long Expo Center WILL NOT be held liable for any damage to exhibitor's equipment.

Signature of Responsible Party: _____ Date: _____

*****Please note that these prices are for the 2009 Women's Living Expo ONLY and standard pricing will apply to next year.*****