ELECTRICAL ORDER FORM

Tulsa 2011 Womens Living Expo'

Expo Dates: February 11th, 12th and 13th, 2011
Exhibitor Move-In: Setup on Thursday, Feb. 10th

Booth #_____
Exhibitor Name_____
Contact Name_____
Phone ( ) _____ Fax ( ) _____
Email _____
Address_____
City/State_____ Zip_____

POWER & ACCESSORIES

QUANTITY	DESCRIPTION	ADVANCE	FLOOR ORDER	TOTAL
_____	120V – 5 AMP OUTLET – 500W	$ 50.00 EACH	$ 65.00 EACH	$_____

(For Addition power needs, please contact our office for custom power setup)

Exhibitors are responsible for providing extension cords and power strips.
To keep our Electric Service rate low, we ask all Exhibitors to provide their own extention cord(s). Depending on your booth location, you may need a cord up to 20' in length.

EXHIBIT BOOTHS WILL BE INVENTORIED AT THE EXPO

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

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 January 25th 2011

BY MAIL:
Donnell Productions
75 Old Post Road
Southport, CT 06890

BY FAX:
Donnell Productions
203-259-3354