

EARLE BROWN HERITAGE CENTER

6155 Earle Brown Drive

Brooklyn Center, MN 55430

(763) 569-6300 / (800) 524-0239

Fax (763) 569-6320

2011 CONVENTION SERVICES ORDER FORM

EVENT: _____

EVENT DATE: _____

COMPANY: _____

PHONE: _____

ADDRESS: _____

CONTACT: _____

CITY, STATE, ZIP _____

BOOTH #: _____

ELECTRICAL SERVICE: Rates quoted for electrical connections cover only the bringing of services to the booth in the most convenient manner and do not include connecting motors or special wiring. Connection from outlets to equipment is to be made by customers with customer's portable cord. All portable cords must be of the three (3) wire grounded type per the National Electrical Code. The National Electrical Code requires that all exposed non-current carrying parts of equipment, which are liable to be energized, shall be grounded. Portable cords must be rated for the current they will be carrying. Cords made of lamp cord (zip cord) are not allowed.

<u>ITEM</u>	<u>ADVANCE RATE (48 hours notice)</u>	<u>STANDARD RATE (No notice)</u>	<u>QUANTITY ORDERED</u>	<u>COST</u>
20 amp - 120 Volt	\$ 70.00	\$ 100.00	_____	\$ _____
50 amp - 208 Volt (single phase)	\$150.00	\$ 200.00	_____	\$ _____
50 amp - 208 Volt (3 phase)	\$250.00	*see staff for charge	_____	\$ _____
100 amp.	\$250.00	*see staff for charge	_____	\$ _____
200 amp.	\$400.00	*see staff for charge	_____	\$ _____
25' Portable Extension Cord	\$ 10.00	\$ 10.00	_____	\$ _____
Plug-in Strip (6 plug-ins per strip)	\$ 20.00	\$ 20.00	_____	\$ _____
TOTAL ELECTRICAL COST:				\$ _____

SERVICE ACCESSORIES (48 HOUR NOTICE):

32" LCD TV \$175.00 per day \$ _____

Phone & Line: (See staff for locations)
 Advance Rate (48 hours notice) \$50 \$ _____
 Standard Rate (No notice) \$75 \$ _____

High Speed Internet
 Advance Rate (48 hours notice) \$150 \$ _____
 Standard Rate (Not available; 48 hour notice is required)

TOTAL SERVICE COST: \$ _____

For relocation of existing phone lines or for installation of additional lines, charges will be assessed per foot and labor hour. See staff for estimate.

**LABOR FOR SPECIAL ELECTRICAL SERVICE
(48 HOUR NOTICE):**

Please call Operations Department at 763-569-6300 for quote.

TOTAL LABOR COST: \$ _____

TABLE SKIRTING – \$20 per additional skirted table not included in trade show package:

Number of Tables Ordered _____ @ \$20.00 each

TOTAL SKIRTING COST: \$ _____

email address to send a copy of the receipt to:

please send receipt by mail

ELECTRICAL	\$ _____
SERVICE ACCESSORIES	\$ _____
TABLE SKIRTING	\$ _____
SUB TOTAL	\$ _____
TAX (7.275% or current)	\$ _____
LABOR	\$ _____
GRAND TOTAL	\$ _____

PAYMENT INFORMATION: Company Check # _____ Money Order # _____

MasterCard / Visa / AmEx Card # _____ Exp. Date _____

AUTHORIZED SIGNATURE: _____ **DATE:** _____

**NOTE: All charges are due and payable to the Earle Brown Heritage Center prior to installation.
 ALL PRICES SUBJECT TO CHANGE**