

Electrical Needs - (order through hotel and not capital Convention services – see fax this form to 978-343-4006

Central Massachusetts Expo Center CMEC.

Courtyard by Marriott Fitchburg Central Massachusetts Expo Center –CMEC	Hotel use only
150 Royal Plaza Drive Fitchburg, MA 01420 Phone ((978) 342-7100 / Fax # (978) 343-4006	Date: _____ \$ _____ Ck # _____ BY: _____

EXHIBITOR INFORMATION (Please print or type) **Event:** _____ **Booth#** _____
Company: _____ **Date of Event:** _____
Address: _____ **City, State, Zip:** _____
Representative at Show: _____
Telephone #: _____ **Fax #:** _____

- General Information:**
- All orders with payment must be received no later than 7 days prior to show opening to insure the advance price. Orders received after this time will be subject to floor prices (*).
 - All charges must be paid in full by either check or cash prior to show opening. All checks must be in U.S. funds drawn on a U.S. Bank. Major credit cards for payment will be accepted as long as the credit card authorization is completely filled out. When paying on site, we will only accept a major credit card, and you must pay the floor price as listed below. Telephone orders will not be accepted. **Orders received without payment will not be processed.** Booths will not be allowed to open until all House charges are paid. **Make checks payable to Courtyard by Marriott / CMEC** and remit to the above address.
 - All questions on billing need to be settled prior to the show opening.
 - Please direct any questions to Courtyard by Marriott / CMEC Show Services at 978-342-0002

Credit Card Authorization: Charge To: MC/VISA AMEX Discover Diners Club

CC #: _____ **Exp. Date:** _____

***Name on Card:** _____ **Signature:** _____

***As it appears**

Total Amount Due \$: _____

Electrical Services:

	<u>Quantity</u>	<u>Advance Price</u>	<u>Floor Price (*)</u>	
120 volt to 1000 watts	_____	\$85.00	\$105.00	
120 volt to 2000 watts	_____	\$95.00	\$115.00	
208 volt, 1ph, Nema L6-20	_____ 20amp	\$129.00	\$149.00	not a direct connection
208 volt, 3ph, Nema L15-20	_____ 20amp	\$139.00	\$159.00	not a direct connection

If ordering 208 volt 20 amp service, your equipment MUST match the above NEMA#.

Special Electrical (over 20amps or a direct connection): _____ quoted by Courtyard by Marriott/ CMEC – please provide NEMA # for proper quoting

Electrical service all 60 cycle. 120 volt is a **duplex outlet (2 plug ins)**. 208-volt service is a twist lock receptacle. Any exhibitor requiring special electrical, 24 hour service or load in excess of the above should notify Courtyard by Marriott/ CMEC Show Services to make special arrangements for an electrician. Courtyard by Marriott / CMEC personnel will install all services unless otherwise noted. **Credits will not be made for services that are set up and not used.**

Electrical outlets will be placed in center rear of booth unless a diagram showing desired location is enclosed. All electrical wiring and equipment must comply with all state and local safety codes. **Electrical service will be turned on a half-hour before show opening and shut off a half hour after show closing.**

Cleaning Services:

Includes vacuuming of booth & emptying of wastebaskets. Prices are per sq. ft.

Advance Price (.25) Floor Price (.30*)

Size of Booth: _____ x _____ = _____ sq. ft. x _____ # of show days X _____ above price = _____ totals

Compressed Air Services:

1 hose from manifold to booth

CFM Required: _____	Quantity _____	Advance Price _____	Floor Price (*) _____
	_____	\$195.00	\$220.00

Compressed Air Service is available at 100 PSIG. Each order of compressed air will include a 1/4 inch hose with a 1/4 inch quick disconnect. Exhibitors must provide all needed adapters. Please let us know your CFM Requirements. It is recommended that you provide your own dryers for sensitive equipment. Unless a diagram is enclosed, air service will be dropped in center rear of booth.

***To provide this service, the Central Massachusetts Expo Center must receive 10 or more orders. Otherwise, the exhibitors will be responsible for providing their own compressor and required equipment .**

Telephone Lines:

To order a phone line for your booth, please call Verizon directly at least fourteen days prior to show opening at 508-792-4000. Approximate cost per line for installation is \$150.00.

Water & Drainage Service:

1 hose from manifold to booth	Quantity _____	Advance Price _____	Floor Price (*) _____
	_____	\$185.00	\$220.00

Water service is available at above charges with a hose for gravity drainage where available. When a pump is needed for drainage due to the nature of the equipment or booth locations, the exhibitor must supply the pump or make arrangements with Courtyard by Marriott / CMEC Show Services. Exhibitors need to provide all needed adapters, fittings are 5/8". Special pricing is available for fill only applications please contact the Courtyard by Marriott / CMEC for this pricing. Unless a diagram is enclosed, water service will be dropped in center rear of the booth.

***As water and drainage is restricted to limited areas in the Expo Center, we require immediate notification if you require this service.**

Fax this form back to 978-343-4006