



50 Foster Street
 Worcester, MA 01608
 Attn: Operations / Client Utilities
 (508) 755-6800 Phone (508) 929-0148 Fax



Electrical Service Order Form

Please read attached important conditions and regulations. Rates and Services Subject to Change.

Name of Event _____ Date of Event _____
 Firm Name _____ Booth Number(s) _____
 Address _____ Contact Person _____
 City _____ State _____ Zip _____ Phone # _____

Payment Notice - Advance Rates apply only to orders paid in full and received 15 days prior to the first scheduled move-in day. Standard Rates must be paid on orders received less than 15 days prior to the first scheduled move-in day. Only credit cards, cashier checks, or certified checks will be accepted with mail-in standard orders. Cash or credit card accepted with standard move-in orders. Make checks payable to: DCU Center

Payment Info - Payment must be in U.S. Funds

___ Check # _____ ___ Debit Card ___ Mastercard ___ Visa ___ Discover

Credit/Debit Card # _____ Name on Card _____ Exp Date _____

Authorized Signature _____ Cardholder Address _____

Description	Qty.	Advance Rate	Qty.	Standard Rate	Subtotal	Total
A) Standard Electrical Service						
110 v 5 amp (500 watts)	_____	\$67.00	_____	\$84.00	\$ _____	
110 v 10 amp (1000 watts)	_____	\$77.00	_____	\$96.00	\$ _____	
110 v 20 amp (2000 watts)	_____	\$88.00	_____	\$110.00	\$ _____	
208 v single phase 10 amp	_____	\$121.00	_____	\$151.00	\$ _____	
208 v single phase 20 amp	_____	\$143.50	_____	\$179.00	\$ _____	
208 v single phase 30 amp	_____	\$170.50	_____	\$213.00	\$ _____	
208 v single phase 40 amp	_____	\$209.50	_____	\$262.00	\$ _____	
208 v single phase 50 amp	_____	\$253.50	_____	\$317.00	\$ _____	
208 v single phase 60 amp	_____	\$292.00	_____	\$365.00	\$ _____	A) \$ _____

B) Special Electrical Services						
208 v Three phase 10 am	_____	\$121.00	_____	\$151.00	\$ _____	
208 v Three phase 20 amp	_____	\$165.50	_____	\$207.00	\$ _____	
208 v Three phase 30 amp	_____	\$209.50	_____	\$262.00	\$ _____	
208 v Three phase 40 amp	_____	\$253.50	_____	\$317.00	\$ _____	
208 v Three phase 60 amp	_____	\$286.50	_____	\$358.00	\$ _____	B) \$ _____

C) Service Accessories - Accessories do not include power. Be sure to order power as needed. Accessories must be picked up at service desk.						
Quad Box	_____	\$22.00	_____	\$24.00	\$ _____	
Extension Cord (25ft)	_____	\$17.50	_____	\$19.00	\$ _____	
Triple Tap (3 outlets)	_____	\$12.00	_____	\$13.00	\$ _____	
Power Strip (15 amp max)	_____	\$23.00	_____	\$25.50	\$ _____	
Power Strip with surge protector (15 amp)	_____	\$28.50	_____	\$31.50	\$ _____	
GFI Protector	_____	\$52.50	_____	\$58.00	\$ _____	C) \$ _____

D) 24 Hour service required - Add 50% to Service Connection Charge **D) \$ _____**

E) Labor For Special Electrical Work - Including repairs, special placement and tracing malfunctions
 Labor time will be charged one-half (1/2) hour increments. Minimum charge one-half (1/2) hour.
 Monday through Sunday, 8:00am - 4:30pm (except holidays) _____ \$40.00 /hr Other _____ \$50.00 /hr **E) \$ _____**
 Locations and special instructions for electrician: (attach layout drawing if necessary)

TOTAL \$ _____



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Telephone Service Order Form

Name of Event _____ Date of Event _____
 Firm Name _____ Booth Number(s) _____
 Address _____ Contact Person _____
 City _____ State _____ Zip _____ Phone # _____

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 Payment Info - Payment must be in U.S. Funds
 ___ Check # _____ Debit Card ___ Mastercard ___ Visa ___ Discover
 Credit/Debit Card # _____ Name on Card _____ Exp Date _____
 Authorized Signature _____ Cardholder Address _____

Location instructions: _____

A) Telephone Service
 Telephone sets must be picked up at Service Desk. Dial 9 for outside service is in effect, including credit card service.

Service	# of Lines	Advance Rate	# of Lines	Standard Rate	Subtotal
Single Line Service	_____	\$141.75	_____	\$168.00	\$ _____
Multi Line Service	_____	\$141.75	_____	\$168.00	\$ _____
Single Line with Speakerphone	_____	\$173.25	_____	\$199.50	\$ _____ A) \$ _____

B) Long Distance Service
 Special note: Please see instructions and conditions regarding long distance service.
 _____ # of lines x \$75.00 line deposit = \$ _____ **B) \$** _____

C) Special Telephone Line Services
 For installation charges of special lines, such as ISDN or other data lines, please contact exhibitor services for availability and charges.
C) \$ _____

D) Telephone Technician Labor -
 Above prices include bringing lines to the booth in the most convenient manner.
 For wiring repairs, special cable runs, etc. labor time will be assessed in 1/2 hr increments.
 Minimum charge 1/2 hour.
 Monday through Sunday, 8:00am - 4:30pm _____ \$40.00 /hr Holidays _____ \$50.00 /hr **D) \$** _____

TOTAL \$ _____

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