

BOSTON PARK PLAZA

Electrical Order Form

All Electrical Request Forms must be completed 14 days before Electrical Service is to be provided.

Contact: Boston Park Plaza
 Address: 50 Park Plaza at Arlington Street | Boston, MA 02116
 Phone: 617.457.2281 | Fax: 617.457.7456
 Attention: _____

Conference Name:	Set-Up Date:
Company/Exhibit Name:	Set-Up Time:
Exhibit Location:	Tear Down Date:
Booth Number:	Tear Down Time:
Order Contact:	Order Phone #:
Order Email:	
On-Site Contact:	On-Site Phone #:

See Below for Rates

Item Description	Advance Price	Standard Price	Quantity	Total
Power Supply				
500 - 1000 Watt Duplex Outlet	\$80.00	\$120.00		
1500 - 2000 Watt Quad Box	\$90.00	\$135.00		
208V Single/Three Phase-30 Amp Circuit	\$250.00	\$375.00		
208V Single/Three Phase-60 Amp Circuit	\$400.00	\$600.00		
100 Single/Three Phase Amp	\$600.00	\$900.00		
208V Single/Three Phase-200 Amp Circuit	\$800.00	\$1,200.00		
Miscellaneous Rentals (*Initial power supply must be ordered)				
Power Strip	\$40.00	\$40.00		
Dedicated Electrician Labor (per hour)	\$60.00	\$60.00		

1. Electrical Labor: \$60/HR 8:00AM - 4:00PM Monday - Friday \$90/HR Weekends/Holidays/Evenings 2. Wall, column, and permanent utility outlets are not a part of booth space and are not to be used by exhibitors unless otherwise specified.	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border-bottom: 1px solid black;">Equipment Subtotal</td> <td style="text-align: right; border-bottom: 1px solid black;">\$0.00</td> </tr> <tr> <td style="border-bottom: 1px solid black;">6.25% MA State Tax</td> <td style="text-align: right; border-bottom: 1px solid black;">\$0.00</td> </tr> <tr> <td style="border-bottom: 1px solid black;">Dedicated Electrician Labor Subtotal</td> <td style="text-align: right; border-bottom: 1px solid black;">\$0.00</td> </tr> <tr> <td style="border-bottom: 1px solid black;">Balance Due</td> <td style="text-align: right; border-bottom: 1px solid black;"></td> </tr> </table>	Equipment Subtotal	\$0.00	6.25% MA State Tax	\$0.00	Dedicated Electrician Labor Subtotal	\$0.00	Balance Due	
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6.25% MA State Tax	\$0.00								
Dedicated Electrician Labor Subtotal	\$0.00								
Balance Due									

Terms & Conditions

1. Any guest requiring services not listed below should notify the Engineering Department.
2. Standby service by Hotel Electrician may be required for requests above 60 amps.
3. Electrical power for lights and displays will be turned on 1 hour before show opening and turned off 1 hour after closing time. Guests requiring extended service must make special arrangements for service and rates.
4. All orders MUST be received 2 weeks before a show opening. Last minute orders forcing installation on a Saturday, Sunday, Holiday or overtime, will cost 50% more than stated
5. All power ordered will be dropped at the rear of booth. Extension cords will need to be ordered for power in an alternate location.
6. Exhibitors must order an outlet or outlets of proper size to accomodate floods or spots ordered. We cannot install overhead wiring (drop lights). All floods or spots will be mounted on exhibitor's display.
7. Credit will not be given for ordered connections that are unused.
8. Cancellations must be made IN WRITING no less than 72 business hours prior to the set-up date to obtain a refund.
9. Payment must accompany order form.
10. Certified hotel electrician shall be the exclusive provider of any electrical connections.
11. All materials must be non-flammable to conform to Boston, MA Fire Regulations.
12. All material equipment furnished by BPP for this service order shall remain BPP property & shall only be removed by a BPP electrician.
13. Electrical wiring and equipment installation must conform to appropriate Boston, MA and NEC codes.
14. Wall, column, and permanent building utility outlets are not part of the booth space, and are not to be used by exhibitor.
15. No nails, screws or bracing wires can be used to affix to property.
16. BPP is not responsible for equipment malfunction.
17. BPP will not be responsible for any injury, loss or damage that may occur to the exhibitor, exhibitor employees or property or to any person prior, during or subsequent to the exhibitor's contract provided said injury, loss or damage is not caused by willful negligence or wrongful act of the hotel.
18. Each exhibitor expressly releases BPP from such liabilities and agrees to indemnify BPP against any and all claims for such injury, loss or damage.
19. Prices subject to change.

Billing Information:

_____ Check Enclosed (Make payable to Boston Park Plaza)
 (Check must be received no later than 7 business days prior to your event)
 _____ Credit Card Payment

Credit Card#: _____ Exp.Date: _____

Card Type: _____ Name on Card: _____

I acknowledge, understand, and approve the charges and conditions listed on the above cost estimate.

Signature (of cardholder): _____ Date: ____/____/____