

Route 2 Expo

Courtyard by Marriott/FITCHBURG & Trade Center
150 Royal Plaza Drive
Fitchburg, MA 01420
Phone (978)602-1916 / Fax (978)343-4006

Courtyard Fitchburg Use Only
Date: _____ \$ _____
Ck # _____ BY: _____

EXHIBITOR INFORMATION (Please print or type) _____ **Booth #** _____

Company: _____ Date of Event: _____

Address: _____ City, State, Zip: _____

Representative at Show: _____

Telephone #: _____ Fax #: _____

General Information:

1. 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 (*).
2. 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/FITCHBURG & Trade Center*** and remit to the above address. This order form expires on December 31, 2009. All questions on billing need to be settled prior to the show opening.
3. Please direct any questions to Courtyard by Marriott/FITCHBURG Trade Center Show Services at 978-602-1916

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		\$35.00	\$85.00
120 volt to 2000 watts		\$55.00	\$105.00
208 volt, 1ph, Nema L6-20	20amp	\$105.00	\$125.00 not a direct connection
208 volt, 3ph, Nema L15-20	20amp	\$125.00	\$145.00 not a direct connection
Special Electrical (over 20amps or a direct connection):		quoted by Courtyard Fitchburg	

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 Fitchburg Show Services to make special arrangements for an electrician. Courtyard Fitchburg 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.**

Wireless Internet Services:

Complimentary

Cleaning Services:

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

Advance	Floor
Price\$.15 Cents	Price \$.20 Cents

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 (*) _____
	_____	\$175.00	\$225.00

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 Courtyard Fitchburg 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 (*) _____
	_____	\$150.00	\$200.00

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 Fitchburg 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 Fitchburg 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 Trade Center, we require immediate notification if you require this service.*