



Business Name: _____
Contact Name: _____
Address: _____
Phone Number: _____
Conference attending: _____
Dates: _____ **Booth Number:** _____

The Conference Center will provide the following electrical services for your convention needs:

<u>Number Required</u>	<u>Outlet Item</u>	<u>Regular Price (1 time charge)</u>
_____	120 vac @20 amp	\$75.00 each, \$40.00 each additional
_____	208-230 vac @20 amp	\$110.00 each, \$55.00 each additional
_____	208-230 vac @30 amp	\$125.00 each, \$55.00 each additional
_____	208-230 vac @40 amp	\$150.00 each, \$55.00 each additional
_____	208-230 vac @50 amp	\$150.00 each, \$55.00 each additional
_____	3 phase voltage/ampereage	\$275.00 each, \$55.00 each additional

<u>Rental Fees (1 time charge)</u>		
_____	25' Single Gang Extension Cord (20 amp)	\$25.00 each
_____	25' Double Gang Extension Cord (20 amp)	\$35.00 each
_____	50' Single Gang Extension Cord (20 amp)	\$50.00 each
_____	50' Double Gang Extension Cord (20 amp)	\$75.00 each

<u>Internet / Phone (1 time charge)</u>		
_____	Hardwire Internet	\$300 each
_____	Preferred Wireless Access	\$200 each

<u>TV's/Monitors</u>		
_____	42" TV on stand	\$100 each/per day

<u>Labor Rates</u>		
Labor rates - normal business hours, Monday-Friday (7:00am to 3:30pm)		\$65.00 per man hour
Labor rates – off hours & weekends		\$95.00 per man hour

*This order form with payment must be received no later than 15 days before the opening of the show to ensure installation in time for opening of the show. If you have special needs that are not listed above please contact your service manager. We accept checks (made payable to ORDA) or Master Card, Visa, American Express or Discover.

Name on Card _____ Type of Card _____
 Billing Address _____
 Card Number _____ Expiration Date _____
 3-digit CV code _____ Amount to be charged _____ Signature _____

Send completed form with payment to: ATTN Toby Reome 2634 Main Street, Lake Placid, NY 12946
 OR Email: treome@orda.org
 Call with any questions: (518) 302-5375