



Exhibit Services Order Form
Boxboro Regency Hotel & Conference Center

242 Adams Place, Boxborough, MA 01719
 Phone: (978) 263.8701 Fax: (978) 266.9429

Please indicate below the services you require and the method of payment.
 Prices are a one-time fee for the length of the show (not per day).

Show Name		Show Date
Company		
Contact		
Telephone	()	
Address		
On-Site Contact		Booth #

Electrical Services:







Quantity	Service	Advance Order	Day of Event	Total
	AC Extension Cord & Power Strip	\$25.00	\$25.00	

Quantity	Service	Advance Order	Day of Event	Total
	Shared 120V supply 10 amp (max)* (2 plugs)	\$75.00	\$110.00	
	Dedicated 120V, 20 amp supply (4 plugs)	\$95.00	\$125.00	

Other configurations available. Please contact the Sales Department at (978) 889.1716 for more information.

Quantity	Service	Advance Order	Day of Event	Total
	208V single phase, 20 amp (max)*	\$95.00	\$125.00	
	208V single phase, 60 amp (max)*	\$125.00	\$160.00	

*Please check the type of connector being used on the chart below. If your connector is not shown, please write the connector designation in the space provided.

Connector Number	<input type="checkbox"/>  L5-20, 125 VAC	<input type="checkbox"/>  L5-30, 125 VAC	<input type="checkbox"/>  L6-30, 250 VAC	<input type="checkbox"/>  L14-20 125/250 VAC	<input type="checkbox"/>  L14-30 125/250 VAC	<input type="checkbox"/>  L15-30 250 VAC
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Telephone Services: Cost of Telephone Lines DO NOT include the cost of calls

# of Days	Service	Advance Order	Day of Event	Total
	Telephone Line	\$75.00	\$110.00	
	Direct Dial Line	\$110.00	\$140.00	
	Speaker Phone	\$65.00	\$140.00	

Payment:

Cardholder Name	
Credit Card Type	
Card Number	
Expiration Date	
Signature	

All prices include a 21% Taxable Administrative Fee

Fax order to (978) 266-9429. All payments made by check must be received no later than 7 days prior to Show date. Mail all checks to the address above, Attention: Sales Office, & Payable: Boxboro Regency Hotel & Conference Center.

If the form of payment is credit card, you must provide a copy of the front and back of the credit card or provide the security code for authorization. The security code may be written below or called into our office.

Orders without pre-payment will not be processed.