

Best Western Royal Plaza Hotel & Trade Center
181 Boston Post Rd. West
Marlborough, MA 01752
Phone# (508)303-1797 Fax# (508)480-9343

HOTEL EXHIBITOR SERVICES FORM 2008

EXHIBITOR INFORMATION (Please Print or Type)

EVENT NAME: _____ **EVENT DATE:** _____
Company: _____ Booth #: _____
Address: _____ City: _____ State: _____ Zip: _____
Telephone#: _____ Fax#: _____

General Information:

- 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.
- 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 will be accepted for payment. If paying on site, you must pay the floor price by Major Credit Card only.
- Orders without payment will not be processed.
- Make Checks payable to the Royal Plaza Hotel and remit to the above address.
- All questions on billing must be settled prior to the show opening.
- Credit will not be issued for services that are set up and not used.
- Please direct any questions to the Royal Plaza Hotel Sales & Catering Office at (508) 303-1797.

ELECTRICAL SERVICES

	Quantity	Advanced	Price Floor Price
120 volt to 1000 watts	_____	\$33.00	\$43.00
120 volt to 2000 watts	_____	\$43.00	\$53.00
208 volt, 1ph, Nema 16-20	_____ 20 amp.	\$50.00	\$60.00 (not a direct connection)
208 volt, 2ph, Nema L15-20	_____ 20 amp.	\$60.00	\$70.00 (not a direct connection)
Power Strips	_____	\$5.00	\$10.00
Extension Cords	_____	\$5.00	\$10.00

Special Electrical Needs (over 20 amps or a direct connection requires an electrician):

Price: _____ **Electrician Fee:** _____ **Total:** _____

**Electrician fee may be less depending on other special electrical orders. Will be determined after electrical set-up.*

PHONE SERVICES

	Quantity	Advanced Price	Floor Price
Phone Line Activation	_____	\$35.00*	\$45.00*

*Plus the cost of calls.

(Hotel's phone system has Analog Lines.)

High Speed Internet Access _____ **\$175.00 per access code per day**

Total Amount Due \$ _____

Credit Card Authorization: Charge to MC Visa Amex Discover Diners Club

CC#: _____ **Exp. Date:** _____

Name (as it appears on card): _____

Signature: _____ **Date:** _____