

BEST WESTERN® Royal Plaza Hotel & Trade Center  
 181 Boston Post Road West  
 Marlborough, MA 01752  
 Phone 508.303.1794 Fax 508.480.9343

## 2019 Hotel Exhibitor Services

### Form Exhibitor Information

(Please Print)

Event Name: \_\_\_\_\_ Event Date: \_\_\_\_\_

Company: \_\_\_\_\_ Booth # \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

#### General Information:

- All orders with full payment must be received no later than (5) days prior to the show opening to insure electrical hookup.
- All charges must be paid in full by either cash, check or credit card prior to event start. All checks must be in U.S. funds drawn on a U.S. bank. If paying on site, the only acceptable form of payment will be cash or credit card.
- Orders without payment will not be processed.
- Make checks payable to the Royal Plaza Hotel & remit to the above address.
- All questions on billing must be settled prior to the show opening.
- Credit will not be issued for services ordered but are not used.
- Cancellation of order must be received no later than (24) hours prior to the event start.
- Please direct any questions to the Royal Plaza Hotel Sales & Catering office at 508.303.1794

#### ELECTRICAL SERVICES

	Quantity	Price
120 volt to 1000 watts	_____	\$35.00
120 volt to 2000 watts	_____	\$45.00
208 volt, 1ph, Nema 16-20	_____ 20amp	\$50.00
208 volt, 2ph, Nema L15-20	_____ 20 amp	\$60.00
Power Strips	_____	\$ 10.00
Extension Cords	_____	\$ 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	Price
Phone Line Activation	_____	\$35.00 (plus cost of calls)
Hotel's phone system has Analog Lines		
Hard Wired High Speed Internet Access	_____	\$75.00

**Total Amount Due:** \_\_\_\_\_

Credit Card Authorization: **MC Visa Amex Discover**

CC# \_\_\_\_\_ Exp Date: \_\_\_\_\_ Security Code: \_\_\_\_\_

Name (as it appears on card): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_