

BOCO Enterprises, Inc. *You may also order all services online at www.SuburbanCollection.com*

46100 Grand River Ave, Novi, MI 48374 phone: 248-348-5600 fax: 248-380-3005 email: tfreytag@boco.com

Name Of Show _____ Date Of Show _____
 Company Name _____ Customer Name _____
 Address _____ City _____
 Email Address _____ State _____
 Phone _____ Extension _____ Fax # _____ Booth # _____
 Form Of Payment: Cash Check Master Card Visa American Express Discover

Check / Credit Card Number: _____ Exp. Date: _____ Security Code: _____

If paying by credit card, please place authorization signature here: _____

Please make checks payable to BOCO Enterprises, Inc. * No refunds five days prior to show. If faxing order, please call for details.

Rates quoted include bringing of service to the exhibit booth. All wiring of electrical work on exhibitors displays are charged on time and material basis. Tagging of equipment for proper voltage, phase, and grounding is required. Exhibitors using sensitive electronic equipment should provide their own power conditioning. BOCO Enterprises and/or Suburban Collection Showplace are not responsible for voltage fluctuations. *Full payment must accompany order to receive advance rate. No exceptions. Payment in full must be rendered prior to opening of show. Advance order deadline: five (5) working days prior to first move-in day. All orders require a 50% deposit. All orders requiring collection during or after the show are subject to the floor rate, including declined credit cards. Prices subject to change at discretion of BOCO Enterprises, Inc.

Requirement(s)	120 V - Single Phase			208 V - Single Phase			208 V - Three Phase			480 V - Three Phase		
	Qty	Advance	Floor	Qty	Advance	Floor	Qty	Advance	Floor	Qty	Advance	Floor
Lighting outlet 120 volt. 60 cycle outlet up to 2000 watts		\$65	\$95									
30 amp					\$170	\$250		\$200	\$285			
40 amp					\$240	\$340		\$275	\$410			
50 amp					\$245	\$345		\$285	\$425			
60 amp					\$390	\$445						
100 amp					\$595	\$835		\$685	\$950			
150 amp					\$775	\$1050		\$895	\$1160			
200 amp					\$1170	\$1260		\$1370	\$1460			

Exhibit booth cleaning
 BOCO Enterprises, Inc. is the exclusive contractor for all cleaning services at the Suburban Collection Showplace. For your convenience, we are offering an individual booth cleaning service for your upcoming show. This is an optional service that will not be provided without the return of this form as well as advanced payment.

Choose one:

A. Nightly cleaning services - carpets vacuumed or floor swept, wastebaskets emptied, tables wiped. Service is provided nightly, after show closing. Service commences on the final night of move in and ends the night before closing of the show.

Total Booth Sq. Ft. X .11 X Total Show Days = Total Cost

B. One time Cleaning Service - Carpets vacuumed or floor swept, wastebaskets emptied, tables wiped. One time service provided the night before the first open show day only

Total Booth Sq. Ft. X .15 X Total Show Days = Total Cost

Total Due

Phone Connection
 All orders for phone service must have credit card number and expiration date filled out on top of form, even if paid by cash or check. Phone service includes all connection and instrument if necessary.
 Please note:
 All credit card machines, lap tops, fax machines, etc., must be programmed to dial "9" for all outgoing calls. Data transmission capabilities are limited and exhibitors should inquire if there are questions concerning the compatibility of any equipment with BOCO Enterprises, Inc. phone system. Direct lines may need to be ordered through ATT. Customers are responsible for all local and long distance charges made on phone lines from move-in through move-out of show. Billing for all additional charges will be at a later date.

Qty	Advance	Floor
Telephone services - outgoing calls	\$150	\$175
Telephone services - incoming/outgoing calls	\$175	\$200

Internet Connection
 See attached forms for internet pricing

Total Due

Water service is 3/8" poly pipe with shut off valve at the exhibitors. Drains are provided and may be connected with other exhibitors. Water will remain. Exhibitors are responsible for their own water.

Qty	Water	Drain	Air**

Gas

Labor

Total Due
Grand Total

Once move-in has begun, please visit the service desk for all related issues.