BOCO Enterprises, Inc. Utility Order Form

46100 Grand River Avenue, Novi MI 48374 * Phone: 248-348-5600 * Fax: 248-380-3005
Email your order form to: dthomas@suburbanshowplace.com

You may also order all services online at www.suburbancollectionshowplace.com

Name of Show: _____ Date of Show: _____ Booth # _____

Company Name: _____ Contact Name: _____

Address: _____ City, State, Zip: _____

Email Address (please print clearly): _____

Phone: _____ Ext: _____ Fax: _____

Form of Payment: ☐ **Cash** ☐ **Check** ☐ **Visa/MasterCard** ☐ **American Express** ☐ **Discover**

A 4% administrative fee will be added to all credit card transactions.

Check/Credit Card Number: _____ Expiration: _____

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.

Rates quoted include bringing of service to the exhibit booth. All wiring of electrical work on exhibitor displays are charged on time and material basis. Tagging of equipment for proper voltage, phase, connections, etc. is exhibitor's responsibility. Exhibitors using sensitive electronic equipment should provide their own power conditioning. BOCO Enterprises and/or Suburban Collection Showplace are not responsible for voltage or frequency variances.
FULL PAYMENT must accompany order to receive advance rate. **NO EXCEPTIONS!** All orders received after deadline or on-site are subject to the floor rate.
Any 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 only. **ADVANCED RATE DEADLINE: Five (5) days prior to first move-in day**.

Requirements	120 V – Single Phase			208 V – Single Phase			208 V- Three Phase			480 V – Three Phase		
Lighting outlet 120V 2000 watts (20amps) (standard outlet)	Qty	Advance $100	Floor $175	Qty	Advance	Floor	Qty	Advance	Floor	Qty	Advance	Floor
30 amp					$200	$300		$240	$320		$750	$1050
50 amp					$295	$410		$355	$495			
60 amp					$465	$650		$600	$840		$900	$1250
100 amp					$685	$950		$820	$1150		$1425	$2000
150 amp					$850	$1175		$1075	$1500			
200 amp					$1400	$1950		$1640	$2300			

EXHIBITOR BOOTH CLEANING

For your convenience, we offer individual booth cleaning service. This is an optional service that will not be provided without the return of this form as well as advanced payment.

One Time Booth Cleaning (Optional)

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 (1 day) .15 = _____

Multiple Day Booth Cleaning Services (Optional)

Carpet 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 .30
_____ X (number of show days) .30 = _____

PHONE SERVICES

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. 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.

ELECTRICAL LABOR

BOCO Enterprises must supply all labor. Any electrical orders with floor plans, compressed air, and 480 connections are subject to the Electrical labor rate of $50.00 an hour.

QTY	Phone Services	Advance	Floor
	Telephone services – outgoing calls	$150	$200
	Telephone services – incoming and outgoing calls	$200	$250
	Internet – See separate order form ******All internet services provided ON-SITE by Spectrum. Service is accessed through web browser (wireless or hardwire) & paid for by credit card. Wireless internet is $20.00/day with additional charges for IT support.*		

WATER/DRAIN/AIR/GAS - Water service is 3/8" poly pipe with shut off. Any required connections are the responsibility of the exhibitor. Drains are provided via pump. Power outlet in booth is required for drain but may be connected with other equipment. If draining any tub or unit, a small amount of excess water will remain. Exhibitors should use caution when moving units in the building.

Qty	Service	Advance	Floor
	Water	$300	$375
	Drain	$350	$425
	Air**	$375	$500
**** Compressed air connection ½ inch**			
Gas	Contact BOCO Enterprises, Inc. directly at 248-348-5600 extension 205 for pricing and connection information.		
Labor	$50.00 per hour straight time		

PAYMENT TOTALS

A 4% admin fee will be added to all credit card transactions.

Electrical Services	**$**
Cleaning Services	**$**
Phone/Internet Services *(Internet - separate order form)*	**$**
Water/Drain/Air Services	**$**
Parking Pass(es) *(Separate order form)*	**$**
GRAND TOTAL	**$**

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We would like to take this opportunity to welcome your company to the Suburban Collection Showplace. We ask your cooperation so we do not have any exhibitor experiencing any problems during the show.

In order to expedite a smooth and proper operational show, please fill out your service requirement order form and return it immediately. Full payment must accompany order to receive advance rate. No exceptions! Payment in full must be rendered prior to opening of the show. Advance order deadline: Five (5) working days prior to the first move in day. All orders received after deadline or on site are subject to the floor rate. Any orders requiring collection during or after the show are subject to the floor rate including declined credit cards. All phone orders must have credit card number and expiration date on order form unless prior arrangements have been made, even if paid for in cash. We accept Visa, MasterCard, American Express, Discover and checks as payment.

CANCELLATION POLICY FOR ANY CANCELLED ORDERS AND/OR CANCELLED EVENTS:

- **a.** Cancellations more than 7 days before the first move-in day will be subject to a 50% administrative fee on all items and services ordered, with the exception of (**d**) below.
- **b.** Cancellations made after the initial move-in has begun, will not be eligible for a refund for any items or services ordered. (**d**) below.
- **c.** At any date of cancellation, Exhibitor will be invoiced in full for any order in which costs have been incurred by BOCO Enterprises for any purchases and/or work undertaken to fulfill the order.
- **d.** If an event is rescheduled, no refunds will be given. Instead, a credit will be provided on orders, and will be moved to the next scheduled event.

To prevent circuit overloads, exhibitors are not allowed to add wattage to existing outlet. We also ask that no exhibitors share drops amongst themselves. Outlets will be dropped in one location in booth, unless floor plan is submitted with order and payment. If more than one booth area is on an order form, please attach an additional sheet with layout and booth number for each booth.

For safety purposes, all connections larger than 30AMP must be hard wired. All motors must have a magnetic starter or manual disconnect switch. Wiring and electrical connections to motors or equipment will be billed on a labor and material basis.

If it is necessary to change the amount of power drops for your booth after installation, floor rates will apply and no credit will be issued for prior payment. All orders must be paid for in full prior to electrical installation.
A 4% administrative fee will be added to all credit card transactions.

Billing for all additional charges will be made at a later date. Customer is responsible for all charges made on phone lines from move in through move out of show.

ELECTRICAL LABOR - is added to all orders with floor plans, compressed air and 480 connections. Additional for flat cords if power is required under the carpet. Labor is billed at $50/hr. For additional needs not listed on this form, please call our office for availability and pricing.

Power is not guaranteed to be continuous and/or backed up by the Facility's emergency generator or any other sources. BoCo Enterprises, Inc. is not responsible for any damage or loss caused by a loss of power and Exhibitor agrees to hold BoCo Enterprises, Inc., its officers, directors, employees and agents harmless from such power loss. By ordering services through this Order Form, Showplace Exhibitor agrees that the implied warranties of merchantability and fitness for a particular purpose, express or implied, are excluded from this Agreement IN NO EVENT SHALL BOCO ENTERPRISES, INC. BE LIABLE FOR ANY INDIRECT OR CONSEQUENTIAL DAMAGES (INCLUDING WITHOUT LIMITATION LOST PROFITS) EVEN IF ADVISED OF THE POSSIBILITY OF SUCH DAMAGES, WHETHER UNDER THEORY OF CONTRACT, TORT (INCLUDING NEGLIGENCE), PRODUCTS LIABILITY OR OTHERWISE. Exhibitor shall indemnify and hold harmless BoCo Enterprises, Inc., its officers, directors, employees, and agents from and against any and all claims, liabilities, damages, fines, penalties, or costs of whatsoever nature (including reasonable attorneys' fees) arising out of or in any way connected with Exhibitor's, equipment, actions or omissions under this Agreement.

Thank you and we hope you enjoy the show!
Suburban Collection Showplace Management

PLEASE MAKE CHECKS PAYABLE TO: BOCO ENTERPRISES
PLEASE REMIT TOP COPY TO BOCO ENTERPRISES
BOTTOM COPY IS CUSTOMER COPY