

**BOCO Enterprises, Inc. *You may also order all services online at [www.SuburbanCollectionShowplace.com](http://www.SuburbanCollectionShowplace.com)***

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

Name Of Show \_\_\_\_\_ Date Of Show \_\_\_\_\_  
 Company Name \_\_\_\_\_ Customer Name \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_  
 Email Address \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Phone \_\_\_\_\_ Extension \_\_\_\_\_ Fax # \_\_\_\_\_ Booth # \_\_\_\_\_ Order Date \_\_\_\_\_  
 Form Of Payment:  Cash  Check  Master Card  Visa  American Express  Discover  
 Check / Credit Card Number: \_\_\_\_\_ Exp. Date: \_\_\_\_\_ Security Code: \_\_\_\_\_ Authorized Charge Amount: \_\_\_\_\_

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 to confirm receipt.**

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, 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. 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 received after deadline or on site are subject to floor order 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.

Requirement(s)	120 V - Single Phase			208 V - Single Phase			208 V - Three Phase			480 V - Three Phase			Total
	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			\$625	\$950	
40 amp				\$240	\$340		\$275	\$410					
50 amp				\$245	\$345		\$285	\$425					
60 amp				\$390	\$445					\$750	\$1050		
100 amp				\$595	\$835		\$685	\$950		\$1200	\$1200		
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/drain/air/gas**

Water service is 3/8" poly pipe with shut off. Any required connections are the responsibility of the exhibitors. 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 \_\_\_\_\_ Advance \_\_\_\_\_ Floor \_\_\_\_\_

Water \$145 \$185

Drain \$175 \$225

Air\*\* \$235 \$295

\*\*Compressed Air Connection 1/2 Inch

Gas **Contact BOCO Enterprises, Inc. directly at 248-348-5600 ext. 205 for pricing and connection information.**

Labor **\$50.00 per hour Straight Time  
\$75.00 per hour Overtime**

**Total Due**

**Grand Total**

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