

Westford Regency Inn and Conference Center
ELECTRICAL/VENDOR REQUEST FORM
 219 Littleton Road
 Westford, MA 01886
 Phone: 978-692-8200 FAX: 978-692-8240

The following electrical prices include installation, electrical consumption and disconnect. Exhibitors should bring their own extension cords or power strips. Some extension cords are available with a \$25.00 deposit. The deposit is refunded when the cord is returned. The non-refundable fee for extension cords is \$7.50 each.

	Price (per day)	# Required	# of Days Required	total \$
120 volt, 20 amp	\$30.00			
100 amp service	\$600.00			
200 amp service	\$900.00			
Dedicated Circuit, 120 volt	\$40.00			
Dedicated Circuit, 120 volt	\$70.00			
208/220 volts, 20 amp	\$50.00			
208/220 volts, 30 amp	\$70.00			
Dedicated Circuit, 208 volts	\$55.00			
Dedicated Circuit, 208 volts	\$70.00			
208/220 volts, 3 phase, 4 wire outlets	Upon Request			
Extension Cords	\$7.50			
Power Strips	\$7.50			
Electrical labor to assist	\$30.00 per hour			
½" VHS Player/Recorder	\$50.00			
20" TV Monitor	\$75.00			
T-1 (High Speed Internet)	\$99.00			
*If computer monitors are needed prices can be quoted based upon computer type and graphic resolutions.	Prices to be determined			
Telephone Line (This is an in-house extension)	\$20.00 plus phone calls			
	Total Price			
	6.25 % Tax			
	Total			

Note We cannot guarantee any orders placed on setup day.

Today's Date: _____ Booth Number: _____ Total Amount of Check Enclosed: \$ _____

Credit Card Number _____

Name of Show/Dates: _____

Company (Vendor) Name: _____

Address: _____

City/State/Zip: _____ Phone: _____

Person in Charge of Exhibits: _____ Their telephone number: _____

Please return this electrical order with payment in FULL to the Westford Regency Inn two (2) weeks prior to the show date. A surcharge of \$50 will be levied on any order less than 2 weeks prior to the show. At the conclusion of the show, an inventory will be taken for each booth. If electrical equipment is not intact, a \$35.00 charge will be imposed for each booth with such missing items.

Please complete form and send with check payable to the above address.