



Booth Service Order Form

Service

Arena at Harbor Yard provides one 20 amps, 110 volt, duplex outlet (household type two plug-ins) for \$85.00, if ordered prior to move-in. Telephones lines and internet lines may be ordered for \$85.00 if ordered prior to move-in. If services are ordered onsite during move in or day of show all cost will increase an additional \$170.00 per line (booth location may restrict availability).

Conditions

1. All equipment, regardless of source of power, must comply with all federal, state and local safety codes and U.L. requirements.
2. All equipment must be properly tagged and wired with complete information as to type of current, voltage, phase, cycle, horsepower, etc.
3. All material and equipment furnished or purchased by Arena at Harbor Yard for this service shall remain the Arena's property and shall be removed **ONLY** by Arena personnel at the close of the show.
4. Wall, column and permanent building utility outlets **are not** part of booth space and **are not** to be used by exhibitors.
5. Standard building voltages are 120 volts, 208 volts, 277 volts and 480 volts. For voltages other than 120 volts or 20 amps please contact Arena representative, **Cliff Lydiksen at (203) 345-2334 or clydiksen@arenaatharboryard.com** to make arrangements.
6. **When completed please fax forms to (203) 333-8811 Attention: Finance Department**

Payment

Company Name: _____ Representative: _____

Street Address: _____

City, State, Zip Code: _____ Telephone: (____) _____

Event: _____ Date: _____ Booth #: _____

- Electric (20 amp, 110 volt) required # @ \$85.00/\$170.00 day of show. Total: \$ _____
- Phone lines required # @ \$85.00/\$170.00 day of show. Total: \$ _____
- Internet lines required: @ \$85.00/\$170.00 day of show. Total: \$ _____
- Wireless user required: @\$50 per day/number of days Total: \$ _____

Form of payment: Credit Card _____ Cash _____ Check Enclosed _____
VISA MasterCard American Express Discover

Name as it Appears on Card: _____

Credit Card Number: _____ Exp: _____

Card Holder Signature: _____

Confirmation:

I have read and agree to the conditions listed above:

Authorized Representative

For Office Use Only:

Order Received:

Total Due Arena:

Initial: