

# 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 or tfreytag@suburbanshowplace.com  
**You may also order all services online at [www.suburbancollectionshowplace.com](http://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

Check/Credit Card Number? \_\_\_\_\_ Expiration: \_\_\_\_\_ 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.**

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 EXPECTATIONS! Advanced ordering deadline: Five (5) days prior to first move-in day.** All orders received after deadline or on-site are subject to the advanced 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.

Requirements	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 volts 60 cycle outlet up to 2000 watts												
30 amp		\$85	\$125		\$170	\$250		\$200	\$285		\$625	\$950
40 amp					\$240	\$340		\$275	\$410			
50 amp					\$245	\$345		\$285	\$425			
60 amp					\$390	\$445		\$505	\$560		\$750	\$1050
100 amp					\$595	\$835		\$685	\$950		\$1200	\$1200
150 amp					\$775	\$1050		\$895	\$1160			
200 amp					\$1170	\$1260		\$1370	\$1460			

<p><b>Exhibitor Booth Cleaning</b> 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.</p> <p><b>One Time Cleaning (Optional)</b> Carpets vacuumed or floor swept, wastebaskets emptied, tables wiped. One time service provided the night before the first open show day only.</p> <p><b>Total booth sq. ft. x .15</b> _____ X (1 day) at .15 = _____</p> <p><b>Nightly cleaning services (Optional)</b> 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.</p> <p><b>Total booth sq. ft. x .11</b> _____ X (number of show days) _____ at .11 = _____</p>	<p><b>Phone Services</b></p> <p>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. 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.</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">QTY</th> <th style="width: 50%;">Phone Services</th> <th style="width: 15%;">Advance</th> <th style="width: 15%;">Floor</th> </tr> </thead> <tbody> <tr> <td></td> <td>Telephone services – outgoing calls</td> <td>\$150</td> <td>\$175</td> </tr> <tr> <td></td> <td>Telephone services – incoming and outgoing calls</td> <td>\$175</td> <td>\$200</td> </tr> <tr> <td></td> <td colspan="3" style="text-align: center;"><b>Internet – See separate order form</b></td> </tr> <tr> <td></td> <td colspan="3" style="text-align: center;"><i>*All internet services provided ON-SITE by Spectrum. Service is accessed through web browser (wireless or hardwire) &amp; paid for by credit card. Wireless internet is \$20.00/day with additional charges for IT support.</i></td> </tr> </tbody> </table>	QTY	Phone Services	Advance	Floor		Telephone services – outgoing calls	\$150	\$175		Telephone services – incoming and outgoing calls	\$175	\$200		<b>Internet – See separate order form</b>				<i>*All internet services provided ON-SITE by Spectrum. Service is accessed through web browser (wireless or hardwire) &amp; paid for by credit card. Wireless internet is \$20.00/day with additional charges for IT support.</i>		
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**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	\$200	\$225
	Drain	\$250	\$275
	Air**	\$325	\$375

**\*\* Compressed air connection 1/2 inch**

<b>Gas</b>	Contact BOCO Enterprises, Inc. directly at 248-348-5600 extension 205 for pricing and connection information.
<b>Labor</b>	\$50.00 per hour straight time \$75.00 per hour overtime

PAYMENT TOTALS	
Electrical Services	\$
Cleaning Services	\$
Phone/Internet Services <i>(Internet - separate order form)</i>	\$
Water/Drain/Air Services	\$
Parking Pass(es) <i>(Separate order form)</i>	\$
<b>GRAND TOTAL</b>	<b>\$</b>