

BOCO Enterprises, Inc. 46100 Grand River Ave, Novi, MI 48374 phone: 248-348-5600 fax: 248-380-3005

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

Name Of Show	_____	Date Of Show	_____
Company Name	_____	Customer Name	_____
Address	_____	City	_____
Email Address	_____	State	_____
Phone	_____	Booth #	_____
Extension	_____	Order Date	_____
Fax #	_____	Form Of Payment:	<input type="checkbox"/> Cash <input type="checkbox"/> Check <input type="checkbox"/> Master Card <input type="checkbox"/> Visa <input type="checkbox"/> American Express <input type="checkbox"/> 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.				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.				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.			
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											

BOCO Enterprises

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Novi, MI 48374

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Dear Showplace Exhibitor:

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, please!!! Payment in full must be rendered prior to opening of 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 order 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 and checks as payment. Cancellations made 7-14 days prior to show will be refunded at a rate of 50%. Orders cancelled later than seven days prior to show will result in forfeiture of deposit.

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 filled in on reverse side. If more than one booth area is on 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. All customer supplied scatter boxes require at least 30' of cord sized properly for feed for field connection.

Electrical usage will be metered at the beginning of the show and additional charges, for amounts over the original order will be applied at the floor rate at that time.

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.

To help in determining the size of outlet necessary for your equipment, the list below should act as a guide of wattage necessary to operate various items. A good rule of thumb when figuring necessary power is that a standard light bulb in your home is 100 watts. 100 watts is equal to 1 amp.

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 the show.

Materials and labor for 24 hour power or 240V is a 50% addition to total bill. Labor is billed at \$50.00 per hour straight time and \$75.00 overtime.

For additional needs not listed on this form, call our office for availability and pricing. Thank you and I hope you enjoy the show.

VCR	175W	3 AMP BATTERY INVERTOR	450W
19" TELEVISION	375W	5 AMP BATTERY INVERTOR	750W
ELECTRIC TYPEWRITER	500W	10 AMP BATTERY INVERTOR	1500W
COMPUTER	500W	20 AMP BATTERY INVERTOR	2500W
COPIER/LASER JET PRINTER	1500W	DOTIMATRIX PRINTER	250W
MICROWAVES	750-1500W	2-4' TUBE FLOURESCENT FIX	80W
SMALL UNIT HEATER	1500W		

PLEASE MAKE CHECK PAYABLE TO: BOCO Enterprises

PLEASE REMIT TOP COPY TO BOCO ENTERPRISES • BOTTOM COPY IS CUSTOMER COPY