



ELECTRICAL SERVICE FORM

Please complete this form and enclose your check for the full amount, payable to the Sturbridge Host Hotel, Attn: Conference Planning Manager or fax with credit card guarantee to (508)347-3824. All connections must be made by our electrician. No power will be provided until payment in full is received. All completed forms must be received (5) business days prior to the set up day of the event.

A \$40.00 surcharge will be applied to the standard fees listed below to any completed forms arriving less than (5) business days from the event date. A \$75.00 surcharge will be applied to the standard fees listed below to any requests made during the set up day.

Questions concerning electrical service should be directed to the Conference Planning Manager at (508) 347-7393 x618

Show Name: _____ Show Days & Dates: _____ Booth Number: _____
 Your Name: _____ Today's Date: _____ Telephone: _____
 Company Name: _____ Fax: _____
 Street Address: _____ City: _____ State: _____ Zip: _____
 Person in Charge of Exhibit During Show: _____
 Credit Card #: _____ Exp. Date: _____ Authorized Signature: _____

<u>DESCRIPTION</u>	<u>USAGE PRICE</u>	<u># NEEDED</u>	<u># OF DAYS</u>	<u>TOTAL \$</u>
Outlet to 500 watts, 120 volts	\$55.00 per day	_____	_____	_____
Outlet to 900 watts, 120 volts	\$65.00 per day	_____	_____	_____
Outlet to 1,800 watts, 120 volts	\$100.00 per day	_____	_____	_____

SINGLE PHASE ** NEMA Number Required

Outlet to 10 amps, 208/220 volts	\$75.00 per day	_____	_____	_____
Outlet to 20 amps, 208/220 volts	\$75.00 per day	_____	_____	_____
Outlet to 30 amps, 208/220 volts	\$85.00 per day	_____	_____	_____

***NOTE:** *Labor and material costs for installation of special circuits is extra.*

<i>Electrician</i>	<i>\$25.00 per person per hour</i>	<i>Fees _____</i>
<i>Houseman.....</i>	<i>\$15.00 per person per hour</i>	
<i>Please specify day, date, and time with number of housemen needed.</i>		<i>TOTAL _____</i>

Prices of special services and materials not listed will be given upon receipt of written information.

****NEMA INFORMATION**

On any single or three phase 208 volt circuits, specify whether a neutral is needed. Also, specify type plus NEMA NUMBER or whether a direct hook-up is needed. If a plug-in type is needed and you are not sure of the type of female receptacle, bring a female receptacle with your equipment.

The following current is available: 120 volts single and 208 volts, three phase, all 60 cycle A.C. All equipment must be properly tagged and wired with complete information as to type of current, voltage, amperage, phase, horse power, etc. Overloading and over-current are your responsibility.

Please note: For outside line telephone connections please call VERIZON at 1-800-941-9900 (Allow for a 30 day advance notice).

Sturbridge Host Hotel & Conference Center * 366 Main Street * Sturbridge MA 01566 * Tel: 508-347-7393 * Fax: 508-347-3824