



Request for Exhibitor Electrical Services

To qualify for discount rate, request and payment must be received 21 days prior to show/ event opening.
 Payment in U.S. currency only.

PLEASE PRINT OR TYPE: Incomplete information will delay processing.

EVENT OR SHOW: _____ BOOTH # (one per form): _____

COMPANY NAME: _____

ORDERED BY/ TITLE: _____ PHONE # () _____

120 VOLT CONNECTIONS				
QTY	DESCRIPTION	DISCOUNT RATE	STANDARD RATE	AMOUNT DUE
	0-500 WATT SINGLE OUTLET	65.00	85.00	
	501-1000 WATT DUPLICATE OUTLET	75.00	95.00	
	1001-1500 WATT TRIPLE OUTLET	85.00	105.00	
	1501-2000 WATT QUAD BOX	95.00	115.00	
208 VOLT CONNECTIONS				
	30 AMP SINGLE PHASE	170.00	213.00	
	60 AMP SINGLE PHASE	292.00	365.00	
	100 AMP SINGLE PHASE	350.00	425.00	
	30 AMP THREE PHASE	310.00	365.00	
	60 AMP THREE PHASE	460.00	560.00	
	100 AMP THREE PHASE	510.00	625.00	
ELECTRICAL SUPPLIES				
	25' EXTENSION CORD	25.00	25.00	
GRAND TOTAL \$				

SPECIAL REQUIREMENTS
24 HOUR SERVICE REQUIRED? ?YES ADD 50% TO THE CONNECTION CHARGE
OVERHEAD SERVICE REQUIRED? ?YES ADD 100% TO THE CONNECTION CHARGE NOTE – OVERHEAD SERVICE IS LIMITED. PLEASE CONTACT CUSTOMER SERVICE TO DETERMINE IS SERVICE IS AVAILABLE AT YOUR LOCATION.
LABOR PRICE OF SERVICE INCLUDES INSTALLATION IN THE MOST CONVENIENT MANNER. MATERIALS, SPECIFIC CONNECTION REQUIREMENTS AND ANY OTHER NECESSARY LABOR WILL BE BILLED AT THE FOLLOWING RATES: Monday – Friday 8am-4pm (Except Holidays) \$60.00 All other times including Holidays \$90.00 All labor is invoiced in full hour increments. Please do not include labor charges with our initial order. Labor will be charged through our on-site Customer Service desk.

Checks should be made payable to MassMutual Center.

Please Return Completed Forms To: EXHIBITOR SERVICES MassMutual Center 1277 Main Street Springfield, Massachusetts 01103 FAX ORDERS (CREDIT CARD ONLY) TO: (413) 271-3211 Questions: call 413-787-6610 and ask for Exhibitor Services	FOR CREDIT CARD PAYMENT Please Circle – MC Visa AMEX Cardholder Name: _____ Card Number: _____ Exp. Date: _____ Signature: _____
--	--

FOR MMC USE ONLY			
DATE RECEIVED:	RECEIVED BY:	CHECK NUMBER:	MC/VISA/AMEX:

REGULATIONS AND CONDITIONS ON REVERSE SIDE

REGULATIONS AND CONDITIONS OF ELECTRICAL SERVICE

1. The MMC is the EXCLUSIVE provider of electrical services.
2. All payment must be in U.S currency only.
3. To qualify for the discount rate, the request and payment must be received 21 days prior to show/event opening.
4. Conditions for processing service order forms are:
 - a. The payment for service MUST accompany the service request.
 - b. The date the payment is received determines the applicable rate.
 - c. Incomplete information will delay processing.
5. No telephone or facsimile orders will be accepted.
6. Any claims for refunds will not be considered unless filed by the Exhibitor with a MMC Customer Service Representative prior to the close of the show or event
7. Any Exhibitor requiring additional services or information, please contact your MMC Customer Service Representative.
8. MMC order forms cannot be reproduced or copied without express written consent of the MMC.
9. This form is for all Client electrical requests for events held at the MassMutual Center.
10. Credit will not be given to services installed and not used.
11. All equipment and material furnished by the MMC shall remain the property of the MMC and shall be removed only by MMC personnel at the close of the show.
12. Services other than those listed in unit price schedule on reverse side will be charged an hourly rate. The minimum charge is one hour.
13. Labor rates are based on current wage and benefit rates and are subject to change without notice.
 - a. Monday – Friday 8am-4pm (Except Holidays) \$60.00
 - b. All other times including Holidays \$90.00
14. Standard wall outlets and other permanent building outlets may not be used by anyone other than MMC personnel or designated service provider.
15. Service connection must be made by MMC personnel or designated service provider.
16. Rates quoted for all connections cover the installation of the service to the booth area in the most convenient manner to the MMC. Rates quoted do not include snaking cables under carpet already installed, connecting of equipment, tracing of malfunctions, special wiring or repairs. These services may be available at the prevailing labor rates.
17. All equipment must comply with state and local safety codes. MMC will refuse connection to any equipment that constitutes a safety hazard.
18. Unless otherwise directed, MMC personnel are authorized to cut floor coverings to permit installation of services.

Specific Conditions and Regulations for Electrical Services

19. All equipment must comply with state and local safety codes. MMC will refuse connection to any equipment that constitutes a safety hazard.
20. If using specific NEMA connector for single and three phase application, please enclose NEMA number, sketch and/or connector NEMA # _____.
21. The use of open clip sockets, duplex or triplex attachment plugs, latex or lamp cord is prohibited. All cords must be of the 3 wire grounded type and UL approved. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized, must be grounded.
22. All electrical equipment must be properly tagged and wired with complete information as to type of current, voltage, phase, cycle, horsepower, etc.
23. Electrical service available is:
 - a. 120v, A.C. single phase, 60 cycle
 - b. 208v, A.C. single phase, 60 cycle
 - c. 208v, A.C. three phase, 60 cycle