

# 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<br>60 cycle outlet up to<br>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><br/>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><br/>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><br/>_____ X (1 day) at .15 = _____</p> <p><b>Nightly cleaning services (Optional)</b><br/>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><br/>_____ 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> |  |  |
|---|---|---|-------|----------------|---------|-------|--|-------------------------------------|-------|-------|--|--|-------|-------|--|---|--|--|--|--|--|--|
| 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>  |   |       |                |         |       |  |                                     |       |       |  |  |       |       |  |   |  |  |  |  |  |  |

**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<br>\$75.00 per hour overtime   |

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

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! Payment in full must be rendered prior to opening of the 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 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, Discover and checks as payment

**CANCELLATION POLICY FOR ANY CANCELLED ORDERS AND/OR CANCELLED EVENTS:**

- a.** Cancellations more than 7 days before the first move-in day will be subject to a 50% administrative fee on all items and services ordered, with the exception of **(d)** below.
- b.** Cancellations made after the initial move-in has begun, will not be eligible for a refund for any items or services ordered. **(d)** below.
- c.** At any date of cancellation, Exhibitor will be invoiced in full for any orders in which costs have been incurred by BOCO Enterprises for any purchases and/or work undertaken to fulfill the order.
- d.** If an Event is rescheduled, no refunds will be given. Instead, a credit will be provided on orders, and will be moved to the next scheduled event.

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 submitted with order and payment. 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.**

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 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 we hope you enjoy the show!

**PLEASE MAKE CHECKS PAYABLE TO: BOCO ENTERPRISES**  
**PLEASE REMIT TOP COPY TO BOCO ENTERPRISES**  
**BOTTOM COPY IS CUSTOMER COPY**

## Electrical Requirements

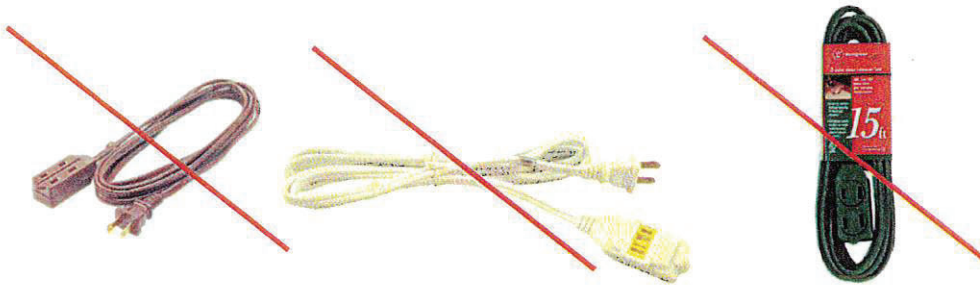
Since this is an indoor venue, we have stricter electrical requirements that need to be followed. The Fire Marshall does come around at the start of each show and checks every booth to ensure that these are followed. Please look over this information below so that you can make sure that your booth is up to fire code. We will have to charge if we need to come around and fix your electrical set up due to the Fire Marshall concerns.

Per the rules, here are the electrical requirements:

Exhibitors must follow these electrical rules:

1. No extension cords allowed on the ground in foot traffic areas or under carpet
2. Extension Cords without a ground are not permitted
3. All cords must have 3 prongs and may not be damaged
4. Fusible cord strips (type used with computers) must be used in any multi plug situation
5. No cube taps are allowed.
6. Any display that uses water must have a G.F.I.

These types of electrical extension cords below are NOT allowed. All extension cords MUST have 3 prongs.



Outdoor rated extension cords are a good way to determine if a cord is acceptable. Also, computer type power strips are recommended and encouraged to plug many items into the end of the extension cords. You can also use extension cords with multiple plugs built in.



Thank you for your cooperation on this matter!!