



ELECTRICAL & RENTAL SERVICE REQUIREMENTS

ALL EXHIBITORS REQUIRING EXPOSITION SERVICES MUST COMPLETE THIS FORM & RETURN WITH FULL PAYMENT

EXHIBITOR NAME: _____ TELEPHONE: (____) _____

BUSINESS NAME: _____ FAX: (____) _____ E-MAIL: _____

ADDRESS: _____

Please check the applicable service for your exhibit/concession (check one):

Type of Service	Standard Fee	Early discount (Prior to 1/5/12)	Total
<u>3 DAY FEES</u>			
Basic 110V/500 watts maximum	\$ 70	\$ 50	\$
20 amps/1 dedicated circuit	\$ 85	\$ 65	\$
21-40 amps, 120/208V/2 dedicated circuits	\$ 115	\$ 95	\$
*Telephone service—local, calling card & credit card verification only If you are going to be using a long-distant carrier contact Verizon directly (see below)	\$ 215	\$195	\$
Wi-Fi Wireless available on site (see web www.cvexpo.org for rates)	On-Site On-Line Sign-up		
Equipment Rental			\$
Tables 8' \$10.00 per table			\$
Skirted 8' Table \$25 per table			\$
Chairs \$1.00 per chair			\$
TOTAL DUE CVE			\$

CHECK #: _____ CHECK DATE: _____ TOTAL PAID \$ _____

- For telephone service call FairPoint Business Office at 1-800-941-9900. Please note: limited hookups available, call CVE to check availability Susan Petrie, 802 878-5545.
- You will be required to supply your own UL Rated, commercial grade, 3-wire grounded electrical cord, sub panel and other equipment necessary to reach the nearest electrical panel for any booth or concession requiring more than two 20 amp circuits. Equipment not in compliance will not be connected.
- Any equipment brought to be installed will be installed on a time and material basis, to be paid for by the vendor.
- Wall, column and permanent building utility outlets are not part of booth space and are not to be used by exhibitors unless specified otherwise.

This completed form and full payment must be received by CVE no later than fifteen (15) days prior to show date. Payments received 15 days prior to show qualify for an early sign-up discount. Payments made within 15 days of the show must be in the form of a credit card, money order or cash, (personal or business checks are not acceptable) and will be voided and returned at the show in exchange for one of the above listed forms of payment. Any returned checks for the above services will be subject to a \$25 service fee and will not qualify for the early sign-up discount. Payment for a returned check is required in the form of a money order or cash. Fees for rentals and/or electrical services are non-refundable and are non-transferable. No refunds will be given for rentals and/or electrical services once the order has been placed. Post-dated checks will be voided and returned.

MAKE CHECK PAYABLE TO CHAMPLAIN VALLEY EXPOSITION - COMPLETE FORM AND RETURN WITH FULL PAYMENT TO:

CHAMPLAIN VALLEY EXPOSITION
SPECIAL EVENTS DEPARTMENT
ATTENTION: SUSAN PETRIE
P.O. BOX 209, ESSEX JUNCTION, VT 05453-0209
802-878-5545 x 26 OR e-mail: spetrie@cvexpo.org
Fax: 802 878-2151

<p>Credit Card: Circle either Visa or Mastercard Card Number: _____ Expiration Date ____/____ Name on Card: _____ Signature: _____</p>
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