

Burton Manor

BANQUET AND CONFERENCE CENTER

Phone: (734) 427-9110

Fax (734) 427-9133

Tradeshow Electrical Requirements

Payment must accompany this order form. Payments can be made by check, cash or credit card.

Event Name: _____ Event Date: _____ Booth #: _____

Company Name: _____

Address: _____ City: _____ State: _____ ZIP: _____

Phone: _____ Fax: _____ E-Mail: _____

Ordered By: _____ Signature: _____ Date: _____

List equipment requiring electricity: _____

Hardwire electrical hook up is by our electrician only. The electrician hardwire rate is \$45.00 per hook-up, prior to the show and \$50.00 per hook-up at the show. At the discretion of show management, to have an electrician on duty during the show times the rate is \$50.00 per hour straight time and \$90.00 per hour past eight hours. An electrician is required during operation of a generator for electrical source.

Burton Manor must approve all wiring and other installation motors, etc. to prevent overloading of circuits; exhibitors shall not be permitted to add wattage. Burton Manor is not responsible for damages due to voltage fluctuations or power failure because of temporary conditions. For your protection, install a surge protector on your computer equipment.

Please indicate quantity for each service you will need.

POWER	QUANTITY	AMPS	PRICE PRIOR TO SHOW	PRICE AT SHOW
110 Volt		20	\$40.00 each	\$50.00 each
		30	\$90.00 each	\$115.00 each
	220 S. Phase	20	\$90.00 each	\$115.00 each
		30	\$135.00 each	\$170.00 each
		40	\$175.00 each	\$220.00 each
	50	\$180.00 each	\$225.00 each	
	60	\$200.00 each	\$250.00 each	
220-3 Phase		100	\$250.00 each	\$315.00 each
		20	\$120.00 each	\$150.00 each
		30	\$180.00 each	\$225.00 each
		40	\$225.00 each	\$285.00 each
		50	\$240.00 each	\$300.00 each
	60	\$270.00 each	\$340.00 each	
480 3. Phase		100	\$300.00 each	\$375.00 each
			Call for quote	Call for quote

Credit Card Information

NAME ON CREDIT CARD: _____

CARD NUMBER: _____ EXPIRATION: _____

SIGNATURE: _____

TOTAL: \$ _____

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Drayage / Freight Handling

This form must be completed and returned prior to our receipt of any freight. Payment must accompany this order form. Payments can be made by: check, cash or credit card.

All shipments must be addressed as follows:

Exhibiting Firm Name, Booth #

Show Name

C/O Burton Manor

27777 Schoolcraft Road

Livonia, MI 48150

Event Name: _____ Event Date: _____ Booth #: _____

Company Name: _____

Address: _____ City: _____ State: _____ ZIP: _____

Phone: _____ Fax: _____ E-Mail: _____

Ordered By: _____ Signature: _____ Date: _____

Inbound Service

Inbound Rate: \$.30 per pound, 200 lb. (\$60) minimum charge. Outbound and all other charges are separate. There is never any overtime rate. Service includes: receipt of prepaid shipments up to 30 days prior to move-in day, delivery of shipment to booth and removal of all boxes and storage during show.

_____ lbs. estimated/actual (circle one) inbound freight @ \$.30 per lb. or minimum of \$60 \$ _____

Please select which company you are using to ship your items:

{UPS {FedEx {Other Courier _____ {Air Freight _____ {Motor Carrier _____

Outbound Service

Outbound Rate: \$.30 per lb. 200 lb. (\$60) minimum charge. Vendor must make all arrangements for outbound service. It is not the responsibility of Burton Manor. Service includes: return of boxes to booth upon completion of show and removal of shipments from booth and reloading on an outbound carrier. Please have your on-site representative verify your outbound service arrangements with our service desk prior to his/her departure from the show.

_____ lbs. estimated/actual (circle one) outbound freight @ \$.30 per lb. or minimum of \$60 \$ _____

Please select which company you are using to ship your items:

{UPS {FedEx {Other Courier _____ {Air Freight _____ {Motor Carrier _____

Credit Card Information

NAME ON CREDIT CARD: _____

CARD NUMBER: _____ EXPIRATION: _____

SIGNATURE: _____

TOTAL: \$ _____
