ROYAL PLAZA TRADE CENTER
Exhibitor Services Order Form
2017 - Natural Living Expo

Royal Plaza Use Only	Date: _____$_____ Ck #/CC _____By_____

Return Form and Payment to: Royal Plaza Trade Center: 181 Boston Post Road West, Marlborough, MA 01752 • Fax: (508) 303-1709
Questions, Contact Joan Bellemer: Phone: (508) 303-1795 • Email: jbellemer@rplazahotels.com

EXHIBITOR INFO: (Please Print or Type) EVENT: NATURAL LIVING EXPO **Booth#**_____

Company: _____Date of Event: November 11-12, 2017

Address: _____City, State, Zip:_____

Representative at Show: _____

Telephone:_____Fax:_____

General Information:

1. All orders with payment must be received no later than **October 11, 2017** to insure the advance price.
Orders received after October 11, 2017 will be subject to floor prices (*).
2. All Charges must be paid in full by either check or cash prior to show opening. All checks must be in U.S. funds drawn on a U.S. bank. Major credit cards for payment will be accepted as long as the credit card authorization is completely filled out. On site orders will be subject to the floor price listed below. Orders received without payment will not be processed. **Make checks payable to Royal Plaza Trade Center** and remit to the above address. This order form expires on **12/31/17**. All prices are subject to change without notice.
3. All questions on billing need to be settled prior to show opening. **Credits will not be given for services that are set up and not used.** Please direct all questions to the Trade Center Operations Office at (508) 303-1777.

Credit Card Authorization: Charge to MC/VISA AMEX DISCOVER

CC#_____Exp. Date._____ Sec Code (on Back)_____

Name on Card:_____ _____
(as it appears) **(Please Print)** **(Signature)**

Total Amount Due: $_____

Electrical Services:

	Quanity	Advance Price	Floor Price (*)
120 volt to 1000 watts	_____	$ 82.00	$92.00
120 volt to 2000 watts	_____	$ 92.00	$102.00
208 volt, 1ph, Nema L6-20	_____	$ Call for Quotes 1 Month in Advance	
208 volt, 3ph, Nema L15-20	_____	$ Call for Quotes 1 Months in Advance	

Special Electrical Call 1 Month In advance (over 20amps or a direct connection)_____ Quoted by Royal Plaza

Electrical service is 60 cycle. 208 volt is a twist lock receptacle. Any exhibitor requiring special electrical, 24-hour service or load in excess of the above should notify the Royal Plaza Operations Office to make special arrangements for an electrician. Royal Plaza personnel will install all services unless otherwise noted. A single outlet will be placed in center rear of booth unless a diagram showing desired location is enclosed. All electrical wiring and equipment must comply with all state and local safety codes. **Refunds will not be given for services set up and not used. You must provide your own power strips or extra extension cords.**

Wireless Internet Services: ***Access to Wireless Internet will be available for purchase during the show. The fees will be $19.95 per device per day. Or a discounted rate of $59.95 per device weekly. To purchase wireless internet during the show, please go on your browser.***

Refunds will not be given for orders placed and not used. **For a telephone line please contact Verizon directly at 800-941-9900.**

Water & Drainage Services:

	Advanced Price	Floor Price (*)
1 hose from manifold to booth	$150.00	$200.00
Fill Only:	Price: $_____	Quoted by Royal Plaza

Water service is available at the above charges with a hose for gravity drainage where available. When a pump is required for drainage the exhibitor s must supply the pump. Exhibitors need to provide all needed adapters and fittings, which are 5/8". Special Pricing is available for fill only applications, contact the Royal Plaza Operations Office for pricing. **Water and Drainage is restricted to limited areas in the Trade Center, we require Immediate Notification if you require this service.**