

BOCO Enterprises, Inc. 46100 Grand River Ave, Novi, MI 48374 phone: 248-348-5600 fax: 248-380-3005

You may also order all services online at www.SuburbanCollectionShowplace.com

Name Of Show _____ Date Of Show _____
 Company Name _____ Customer Name _____
 Address _____ City _____
 Email Address _____ State _____ Zip _____
 Phone _____ Extension _____ Fax # _____ Booth # _____ Order Date _____
 Form Of Payment: Cash Check Master Card Visa American Express Discover
 Check / Credit Card Number: _____ Exp. Date _____ Authorized Charge Amount: _____

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. If faxing order, please call to confirm receipt.

Rates quoted include bringing of service to the exhibit booth. All wiring of electrical work on exhibitors 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 exceptions. Payment in full must be rendered prior to opening of show. Advance order deadline: five (5) working days prior to first move-in day. All orders received after deadline or on site are subject to floor order rate. Any orders requiring collection during or after the show are subject to the floor rate, including declined credit cards.

Requirement(s)	120 V - Single Phase			208 V - Single Phase			208 V - Three Phase			480 V - Three Phase			Total
	Qty	Advance	Floor	Qty	Advance	Floor	Qty	Advance	Floor	Qty	Advance	Floor	
Lighting outlet 120 volt. 60 cycle outlet up to 2000 watts		\$65	\$95										
30 amp					\$170	\$250		\$200	\$285		\$625	\$950	
40 amp					\$240	\$340		\$275	\$410				
50 amp					\$245	\$345		\$285	\$425				
60 amp					\$390	\$445					\$750	\$1050	
100 amp					\$595	\$835		\$685	\$950		\$1200	\$1200	
150 amp					\$775	\$1050		\$895	\$1160				
200 amp					\$1170	\$1260		\$1370	\$1460				

Exhibit booth cleaning

BOCO Enterprises, Inc. is the exclusive contractor for all cleaning services at the Suburban Collection Showplace. For your convenience, we are offering an individual booth cleaning service for your upcoming show. This is an optional service that will not be provided without the return of this form as well as advanced payment.

Choose one:

A. Nightly cleaning services - carpets 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.

Total Booth Sq. Ft. X .11 X Total Show Days = Total Cost

B. One time Cleaning Service - Carpets vacuumed or floor swept, wastebaskets emptied, tables wiped. One time service provided the night before the first open show day only

Total Booth Sq. Ft. X .11 X Total Show Days = Total Cost

Total Due

Phone and Internet

All orders for phone service must have credit card number and expiration date filled out on top of form, even if paid by cash or check. Phone service includes all connection and instrument if necessary.

Please note:

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. Direct lines may need to be ordered through SBC. 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.

Qty _____ Advance _____ Floor _____

Telephone services - outgoing calls \$150 \$175

Telephone services - incoming/outgoing calls \$175 \$200

All internet services provided on-site by **Bright House Networks** service is accessed through Internet Explorer and paid for by credit card. The service is \$20.00 per day with additional charges for IT support.

Cable/Hardwire Internet Installation Fee \$65 \$95

Total Due

Water/drain/air/gas

Water service is 3/8" poly pipe with shut off. Any required connections are the responsibility of the exhibitors. 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 _____ Advance _____ Floor _____

Water \$145 \$185

Drain \$175 \$225

Air** \$235 \$295

**Compressed Air Connection 1/2 Inch

Gas **Contact BOCO Enterprises, Inc. directly at 248-348-5600 ext. 205 for pricing and connection information.**

\$50.00 per hour Straight Time
\$75.00 per hour Overtime

Total Due

Grand Total

Once move-in has begun, please visit the service desk for all related issues.