

# MSSADA CONFERENCE

**SHOW DATES: WED 3/28/18 & THURS 3/29/18**

## EXHIBITOR ELECTRICAL ORDER FORM



	NUMBER OF ITEMS REQUESTED	NUMBER OF DAYS REQUESTED	Total Charge	TOTAL
<b>Basic Electrical Tie-in</b>		2 DAYS	\$100.00	\$100.00
<b>Extension Cord and Power Strip</b>		2 DAYS	\$20.00 per day	\$
<b>Additional A/V equipment</b>				\$

***\*Electrical Forms not Received by Friday 3/23/18 are subject to a \$50.00 Late Fee***

<b>*\$50.00 Late Fee</b>	\$
<b>GRAND TOTAL</b>	\$

**Please note that exhibitors can not simply plug into the outlets along the walls. This is a fire hazard. The electrical tie-ins are managed through distribution panels and not through the outlets in the wall. If you are plugging in anything at all that requires electricity, you must sign up for 1 basic electrical tie-in.**

Please list what you need electrical tie-in for:

Booth Number:

MSSADA CONFERENCE	Your Name:
SHOW DATES: 3/28 & 3/29 2018	Today's Date:
Company Name:	Phone #:
Email:	Fax #:
Address:	
City:	State:
	Zip:
On Site Contact:	
Credit Card Number:	Exp. Date:
Name on Card:	
Cardholders' Signature:	

Please be aware that your credit card will be charged prior to the day of the show. Do you require a receipt to be sent to you after the show is over? \_\_\_\_\_ If yes, do you prefer by Fax, Email or Mail? \_\_\_\_\_

**Please make checks payable to The Resort and Conference Center at Hyannis or include credit card information when filling out this form. Please fax back to Bill Mallowes, Conference Coordinator at (508)778-8653/email: billm@capecodresortandconference.com or mail form with check to:  
The Resort and Conference Center at Hyannis, 35 Scudder Avenue, Hyannis, MA 02601  
If you have any questions, please call Bill Mallowes at (508) 862-6925.**

