



Electrical Order Form

Contact: The Boston Park Plaza Hotel & Towers
 Address: 50 Park Plaza at Arlington Street
 Boston, MA 02116
 Phone: 617.426.2000
 Fax: 617.457.7456

Conference Name:	Set-Up Date:
Company/Exhibit Name:	Set-Up Time:
Exhibit Location:	Tear Down Date:
Booth Number:	Tear Down Time:
Order Contact:	Order Phone #:
On-Site Contact:	On-Site Phone #:

Quantity	Item Description	Unit Price	Total
	Power Supply		
	500 - 1000 Watt Duplex Outlet	\$80	\$0.00
	1500 - 2000 Watt Quad Box	\$90	\$0.00
	208V Single/Three Phase-30 Amp Circuit	\$250	\$0.00
	208V Single/Three Phase-60 Amp Circuit	\$400	\$0.00
	100 Single/Three Phase Amp	\$600	\$0.00
	208V Single/Three Phase-200 Amp Circuit	\$800	\$0.00
	Miscellaneous Rentals (*Initial power supply must be ordered)		\$0.00
	Power Strip	\$40	\$0.00
	150 Watt Flood Light	\$25	\$0.00
	Dedicated Electrician Labor (per hour)	\$60	\$0.00
	Equipment Subtotal		\$0.00
	9% Taxable Administrative Fee		\$0.00
	6.25% MA State Tax		\$0.00
	Balance Due		\$0.00

Billing Information:

Check Enclosed (Make payable to The Boston Park Plaza Hotel & Towers)
 (Check must be received no later than 7 business days prior to your event)

Credit Card Payment

Card Holder Information:

Name (as it appears on card): _____ Email: _____
 Address: _____ Phone #: _____

Credit Card Info: Type: _____ Credit Card Number: _____ Exp: _____

50 Park Plaza at Arlington Street | Boston, MA 02116-3912
 Tel: 617.426.2000 | bostonparkplaza.com
 Reservations Fax: 617.423.1708 | Hotel Guest Fax: 617.426.5545





Terms & Conditions

All power ordered will be dropped at the rear of booth. Extension cords will need to be ordered for power in an alternate location
Credit will not be given for ordered connections that are unused
Cancellations must be made IN WRITING no less than 72 business hours prior to the set up date to obtain a refund
Payment must accompany order form
Certified hotel electrician shall be the exclusive provider of any electrical connections
All materials must be non-flammable to conform to Boston, MA Fire Regulations
All material equipment furnished by BPPH for this service order shall remain BPPH property & shall only be removed by BPPH electrician
Electrical wiring and equipment installation must conform to appropriate Boston, MA and NEC codes
Wall, column, and permanent building utility outlets are not part of the booth space, and are not to be used by exhibitor
No nails, screws or bracing wires can be used to affix to property
The BPPH is not responsible for equipment malfunction
The BPPH will not be responsible for any injury, loss or damage that may occur to the exhibitor, exhibitor employees or property or to any person prior, during or subsequent to the exhibitor's contract provided said injury, loss or damage is not caused by willful negligence or wrongful act of the hotel.
Each exhibitor expressly releases BPPH from such liabilities and agrees to indemnify BPPH against any and all claims for such injury, loss or damage

I acknowledge, understand and approve the charges and conditions listed on above cost estimate

Signature (of cardholder): _____ Date: ____/____/____

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