

## 2024 ROYAL PLAZA TRADE CENTER EXHIBITOR SERVICES ORDER FORM

**Return this completed form to the Trade Center Directly**

**Mail to:** Royal Plaza Trade Center, 181 Boston Post Rd West, Marlborough, MA 01752 • **Fax:** (508) 303-1709

**Email this completed form to:** jbellemere@rplazahotels.com **Questions Email:** sbarnum@rplazahotels.com

ROYAL PLAZA USE ONLY

Date: \_\_\_\_\_ \$ \_\_\_\_\_

Ck #/CC \_\_\_\_\_ By \_\_\_\_\_

### NATURAL LIVING EXPO – NOVEMBER 16 & 17, 2024

#### EXHIBITOR INFO: (Please Print or Type)

Booth# \_\_\_\_\_

Company: \_\_\_\_\_ Representative at Show: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email : \_\_\_\_\_

#### General Information:

1. All orders with payment must be received no later than **30 days** prior to show opening to insure the advance price.

**Orders received after this time 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 **12/31/24**. 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 Office at (508)-460-0700

4. **If a receipt is needed, your onsite floor rep can get a hard copy at the show.** Due to volume of electrical we process, we do not email receipts.

#### Credit Card Authorization: Charge to MC/VISA AMEX DISCOVER

CC# \_\_\_\_\_ Exp. Date. \_\_\_\_\_ Sec Code \_\_\_\_\_

Name on Card: \_\_\_\_\_

(as it appears) (Please Print)

(Signature)

Total Amount Due: \$ \_\_\_\_\_

#### Electrical Services:

	<u>Quantity</u>	<u>Advance Price</u>	<u>Floor Price (*)</u>
120 volt to 1000 watts	_____	\$ 98.00	\$138.00
120 volt to 2000 watts	_____	\$ 108.00	\$148.00
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	
<b>Special Electrical</b> 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 Access in the Trade Center is Complementary at the Natural Living Expo

#### Water & Drainage Services:

	Advanced Price	Floor Price (*)
1 hose from manifold to booth	\$175.00	\$250.00
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.**