



# Telephone & Electricity Order Form

Event Name \_\_\_\_\_ Event Date \_\_\_\_\_  
 Company Name \_\_\_\_\_ Booth # \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ ST \_\_\_\_\_ Zip \_\_\_\_\_  
 Tel \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_

**CREDIT CARD**

MasterCard     Visa     American Express  
 Corporate     Personal

E-mail me confirmation that my order has been received.

**CREDIT CARD NUMBER**

Expiration date (MMYY)										Card Security Code (CSC, CVC, etc.)							#		

Cardholder's Name (Print) \_\_\_\_\_  
 Billing Address (If different from above) \_\_\_\_\_  
 City \_\_\_\_\_ ST \_\_\_\_\_ Zip \_\_\_\_\_ Tel \_\_\_\_\_  
 Cardholder's Signature \_\_\_\_\_ Date \_\_\_\_\_

## Telephone

\_\_\_ x telephone(s) @ \$30 per telephone ..... \$ \_\_\_\_\_  
 \_\_\_ x phone line(s) @ \$90 per line for 1 day ..... \$ \_\_\_\_\_  
 \_\_\_ x phone line(s) @ \$70 per line for each extra day for \_\_\_ extra days ..... \$ \_\_\_\_\_  
 Subtotal ..... \$ \_\_\_\_\_  
 Sales Tax (8.875%) ..... \$ \_\_\_\_\_  
 Telephone TOTAL..... \$ \_\_\_\_\_

**Note:** You do not need to dial 9 before entering the number you are calling. **Important:** All lines are local service only! Long-distance service must be requested in advance (contact your Metropolitan West event coordinator) and long-distance fees may be billed after your event.

## Electricity

\_\_\_ x booth(s) or 20 amp outlet(s) @ \$80 per day x \_\_\_ days ..... \$ \_\_\_\_\_  
 \_\_\_ x extension cord (25' 3-phase) @ \$15 per cord ..... \$ \_\_\_\_\_  
 \_\_\_ x power strip @ \$10 per cord ..... \$ \_\_\_\_\_  
 Electricity Subtotal ..... \$ \_\_\_\_\_  
 Sales Tax (8.875%) ..... \$ \_\_\_\_\_  
 Electricity TOTAL..... \$ \_\_\_\_\_

**Important:** Each 20 amp outlet is 1700 Watt/110 Volt. For direct tie-in to main power, tie-in/tie-out, and electrician labor fees, contact your Metropolitan Pavilion event coordinator.

OVERALL TOTAL to be charged to credit card\$ \_\_\_\_\_

**Fax this completed form to the accounting department at 212 463 7099.**