

Massachusetts Library Association

SHOW DATES: Thursday, 4/29-Friday, 4/30, 2010
EXHIBITOR ELECTRICAL ORDER FORM



ITEM	NUMBER OF ITEM REQUESTED	NUMBER OF DAYS REQUESTED	PRICE PER DAY	TOTAL:
Basic Electrical Tie-in		2 days	\$50.00 per day	\$
Extension Cord and Power Strip		2 days	\$20.00 per day	\$
Dial-up Phone Line		2 days	\$50.00 per day, plus calls	\$

****Electrical Forms not Received by Thursday, April 15, 2010 are subject to a \$50.00 Late Fee.***

*\$50.00 Late Fee	\$
GRAND TOTAL	\$

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 (if known):

Show Name: MA Library Association Your Name:

Show Dates: April 29-30, 2010 Today's Date:

Company Name: Phone #:

Email: Fax #:

Address:

City: State: Zip:

On Site Contact:

Credit Card Number or Check Number:

Expiration Date:

Name on Card:

Cardholders' Signature:

Please be aware that your credit card will not be charged until 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 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 Dina Maligno, Conference Planning Manager
at (508) 778-8653 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 Dina Maligno at (508) 862-6923.