

Remit to: Phil Long Expo Center, 1515 Auto Mall Loop, Colorado Springs, CO 80920
719-867-6635, Fax: 719-867-6631

ADVANCE ORDER DEADLINE DATE: (2-WEEKS BEFORE MOVE-IN)

PLUMBING ORDER FORM

Event: Women's Living Expo 2008

Event Dates: October 10th - 12th, 2008

Booth # _____
Exhibitor Name _____
Contact Name _____
Phone () _____ Fax () _____
Email _____
Address _____
City/State _____ Zip _____

WATER & DRAIN

_____ WATER FILL AND DRAIN	\$ 132.00	\$ 242.00	\$ _____
_____ (UP TO 2,000 GALLONS)			
_____ OVER 2,000 GALLONS TO 4000 GALLON ADD	\$ 44.00	\$ _____ \$ 55.00	\$ _____
	TOTAL AMOUNT DUE		\$ _____

EXHIBIT BOOTHS WILL BE INVENTORIED AT EVENT-SITE. SERVICES/ITEMS BEING USED AND NOT ORDERED, (PIRATING) WILL BE CHARGED AT THE "FLOOR ORDER RATE". EXHIBITORS REQUIRING 24-HOUR SERVICE, CLEAN OR DEDICATED LINES WILL BE CHARGED AT APPLICABLE RATES PLUS 25%. PLEASE NOTE ON THE ORDER FORM OR ADVISE THE FACILITY SERVICE DESK. PROPER TAGGING OF EQUIPMENT TO INDICATE VOLTAGE, PHASE, CURRENT, ETC. IS EXHIBITOR'S RESPONSIBILITY. ALL WIRING AND ELECTRICAL WORK ON EXHIBITOR'S DISPLAY WILL BE CHARGED ON A TIME & MATERIAL BASIS. LABOR RATES: \$61.00 PER HOUR, 8:00 AM - 4:00 PM, MONDAY THROUGH FRIDAY; ALL OTHER TIMES AND DAYS, \$115.00 PER HOUR. ONE-HOUR MINIMUM CHARGE. PHIL LONG EXPO CENTER WILL NOT BE HELD LIABLE FOR ANY DAMAGE TO EXHIBITOR'S EQUIPMENT

***** ALL CHARGES MUST BE PAID BEFORE DELIVERY OF MATERIALS *****

ALL PRICES/SERVICES ARE SUBJECT TO CHANGE WITHOUT NOTICE

CREDIT CARD AUTHORIZATION INFORMATION: A 4.5% PROCESSING FEE WILL BE ADDED TO ALL CREDIT CARD TRANSACTIONS

CARDHOLDER'S NAME _____ CARDHOLDER'S SIGNATURE _____

VISA OR MASTER CARD # _____ **EXPIRATION DATE** ____/____

ENCLOSE CHECK OR MONEY ORDER PAYABLE TO "PHIL LONG EXPO CENTER"

CHECK NUMBER _____ DATED _____ IN THE AMOUNT OF \$ _____

**PAYMENT BY CHECK MUST BE RECEIVED BEFORE ADVANCE ORDER DEADLINE*