



## Client Utility Package

Attached are the order forms for the services we offer at the DCU Center in Worcester, Massachusetts.

Things to know –

- > The electrical charge is not per day. It is a one-time charge that will cover you through the entire show.
- > 24-hour service is an additional charge and is required on all equipment that will need to run continuously.
- > Internet can be accessed on-site with a credit card and does not need to be paid in advance of the show.
- > These services are offered through the venue and are in no way part of the decorator or promoter costs.
- > If you require, assistance please contact Dawn @ 508-929-0517, Monday - Friday 9am to 5pm.
- > In case of emergency outside of the above hours, please call the Security Desk @ 508-929-0181.
- > To get the advanced rate, you must submit your order 15 days prior to the first event move-in day.
- > For your convenience, orders placed 2 or more days prior to the first event move in day can be submitted via any of the following methods:

Fax: 508-929-0787  
E-mail: [dsaavedra@dcucenter.com](mailto:dsaavedra@dcucenter.com)  
Mail: DCU Center  
50 Foster Street - Exhibitor Services  
Worcester, MA 01608

- > All other orders must be hand delivered to the service desk on-site.

Thank you for visiting us!





50 Foster Street - Exhibitor Services

Worcester, MA 01608

P: (508) 929-0517 - F: (508) 929-0787 - dsaavedra@dcucenter.com

Mail/Fax/E-mail available up until 2 days before first move in day

All other orders must be hand delivered to the service desk on-site

### Electrical Service Order Form

Event Name & Date _____	Booth # _____
Firm Name _____	Contact _____
Address _____	Phone # _____
City, State Zip _____	Email _____

Payment Notice - Advance Rates apply only to orders paid in full and received 15 days prior to the first scheduled move-in day. Standard Rates must be paid on orders received less than 15 days prior to the first scheduled move-in day. Only credit cards or checks will be accepted with mail-in standard orders.

Cash or credit card accepted with standard move-in orders. Make checks payable to: **DCU Center**

**Payment Info - Payment must be in U.S. Funds (Please Check One)**

Cash/Check # \_\_\_\_\_ Visa \_\_\_\_\_ MC \_\_\_\_\_ Discover \_\_\_\_\_ Amex \_\_\_\_\_

Credit Card # \_\_\_\_\_ Exp. Date \_\_\_\_\_

Name on Card \_\_\_\_\_ V-Code \_\_\_\_\_

Cardholder Billing Address \_\_\_\_\_

Authorized Signature \_\_\_\_\_

Locations and special instructions for electrician: (attach layout drawing if necessary):

Description	Qty.	Advance Rate	MA Sales Tax 6.25%	Advance Rate Total	Qty.	Standard Rate	MA Sales Tax 6.25%	Standard Rate Total	Subtotal	Total
<b>A) Standard Electrical Service</b>										
110 v 5 amp (500 watts)		\$67.76	\$4.24	\$72.00		\$84.71	\$5.29	\$90.00	\$ -	A) \$ -
110 v 10 amp (1000 watts)		\$80.00	\$5.00	\$85.00		\$99.76	\$6.24	\$106.00	\$ -	
110 v 20 amp (2000 watts)		\$88.47	\$5.53	\$94.00		\$111.06	\$6.94	\$118.00	\$ -	
208 v single phase 10 amp		\$113.88	\$7.12	\$121.00		\$142.12	\$8.88	\$151.00	\$ -	
208 v single phase 20 amp		\$135.53	\$8.47	\$144.00		\$168.47	\$10.53	\$179.00	\$ -	
208 v single phase 30 amp		\$160.94	\$10.06	\$171.00		\$200.47	\$12.53	\$213.00	\$ -	
208 v single phase 40 amp		\$197.65	\$12.35	\$210.00		\$246.59	\$15.41	\$262.00	\$ -	
208 v single phase 50 amp		\$239.06	\$14.94	\$254.00		\$298.35	\$18.65	\$317.00	\$ -	
208 v single phase 60 amp		\$274.82	\$17.18	\$292.00		\$343.53	\$21.47	\$365.00	\$ -	
<b>B) Special Electrical Services</b>										
208 v Three phase 10 amp		\$128.00	\$8.00	\$136.00		\$160.00	\$10.00	\$170.00	\$ -	B) \$ -
208 v Three phase 20 amp		\$186.35	\$11.65	\$198.00		\$233.41	\$14.59	\$248.00	\$ -	
208 v Three phase 30 amp		\$248.47	\$15.53	\$264.00		\$310.59	\$19.41	\$330.00	\$ -	
208 v Three phase 40 amp		\$305.88	\$19.12	\$325.00		\$382.12	\$23.88	\$406.00	\$ -	
208 v Three phase 60 amp		\$322.82	\$20.18	\$343.00		\$403.76	\$25.24	\$429.00	\$ -	
<b>C) Service Accessories</b>										
Quad Box		\$22.59	\$1.41	\$24.00		\$24.47	\$1.53	\$26.00	\$ -	C) \$ -
Extension Cord (25ft)		\$17.88	\$1.12	\$19.00		\$18.82	\$1.18	\$20.00	\$ -	
Triple Tap (3 outlets)		\$12.24	\$0.76	\$13.00		\$13.18	\$0.82	\$14.00	\$ -	
Power Strip (15 amp max)		\$23.53	\$1.47	\$25.00		\$25.41	\$1.59	\$27.00	\$ -	
Power Strip with surge protector (15 amp)		\$28.24	\$1.76	\$30.00		\$32.00	\$2.00	\$34.00	\$ -	
GFI Protector		\$52.71	\$3.29	\$56.00		\$58.35	\$3.65	\$62.00	\$ -	
<b>D) 24 Hour service required - Add 50% to Service Connection Charge</b>										D) \$ -
Is 24 hr service required? _____										
<b>E) Labor For Special Electrical Work - Including repairs, special placement and tracing malfunctions</b>										E) \$ -
Please contact Exhibitor Services for availability and charges.										
Rate									\$ -	
Service Provided _____										TOTAL \$ -

Please read attached important conditions and regulations.





50 Foster Street, Worcester, MA 01608

### ELECTRIC SERVICE - IMPORTANT CONDITIONS AND REGULATIONS

1. **ADVANCE ORDERS:** To receive advance rate, orders must be received a minimum of 15 days prior to first scheduled move-in day.
2. **CONDITIONS FOR PROCESSING SERVICE ORDER FORMS:**
  - a. Payment **IN FULL, IN U.S. FUNDS**, must accompany service order form.
  - b. Date payment is received by the DCU Center will determine applicable rate.
  - c. All order form information must be completed in full for order to be processed. Incomplete order forms could result in processing delays, resulting in slow service completion.
  - d. No service will be completed until full payment is received.
  - e. Cancellations:
    1. After service - **NO REFUND**.
    2. 6 days or less prior to first scheduled move-in day - **85% REFUND**.
    3. More than 6 days prior to first scheduled move-in day - **FULL REFUND**.
3. Rates quoted for all connections cover only bringing of service to the booth in the most convenient manner as determined by the The DCU Center and **DO NOT** include connecting equipment to provided services. Special placement or relocation of service will result in a labor charge. Payment **IN FULL** must be rendered for such services before the close of event day.
4. Obstructions blocking utility floor boxes are subject to relocation as necessary.
5. Advance orders will receive priority service.
6. Claims will not be considered unless filed in writing by exhibitor prior to close of show.
7. Requests for special voltage and/or other "Special Requirements" (see form) must be received by the DCU Center 30 days prior to scheduled exhibitor arrival and move-in.
8. Electrical labor must be ordered in advance in order to have electricians available when needed.
9. All equipment regardless of source of power must comply with all Federal, State and Local Safety Codes.
10. Use of open clip sockets, latex or lamp cord wire, unapproved duplex or triplex attachment plugs in exhibits is prohibited.
11. Standard wall, column and permanent building electrical outlets are not a part of booth space and are not to be used by exhibitors unless specified otherwise.
12. Under no circumstances shall anyone other than "house electricians" make electrical connections.
13. Special equipment requiring company engineers or technicians for assembly, servicing, preparatory work and operation may be executed without "house electrician", however, all service connections and over load protection to such equipment must be made by "house electricians" only.
14. All equipment must be properly tagged or marked with complete information as to type and/or amount of current, voltage, phase, frequency, horsepower, etc. required.
15. All materials and equipment furnished by the DCU Center for this service order shall remain the property of the DCU Center and shall be removed by **ONLY** the DCU Center at the close of the show.
16. DCU Center electricians are authorized to cut floor coverings to permit installation of service unless otherwise directed.
17. All exhibitors' 120 Volt cords must be of the 3 wire, grounded type. All exposed non-current carrying metal parts of fixed equipment which are liable to be energized, shall be grounded.
18. The DCU Center reserves the right to refuse connection to any exhibitor whose equipment is deemed unsafe by the DCU Center electrical supervisors.
19. Booth power will be turned on 1 hour prior to event opening and turned off 30 minutes after close. 24 hour service will be provided only to those locations that have ordered and paid for 24 hour service.
20. Power requirements crossing aisles will not be installed unless approved by show management.
21. Prices are based upon current wage rates and are subject to change without notice.
22. Requests for refunds or credits must be made in writing prior to first scheduled move-in day.





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All other orders must be hand delivered to the service desk on-site

### Housekeeping Order Form

Event Name & Date _____	Booth # _____
Firm Name _____	Contact _____
Address _____	Phone # _____
City, State Zip _____	Email _____

Payment Notice - Advance Rates apply only to orders paid in full and received 15 days prior to the first scheduled move-in day. Standard Rates must be paid on orders received less than 15 days prior to the first scheduled move-in day. Only credit cards, cashier checks, or certified checks will be accepted with mail-in standard orders. Cash or credit card accepted with standard move-in orders. Make checks payable to: **DCU Center**

Payment Info - Payment must be in U.S. Funds (Please Check One)	
Cash/Check # _____	Visa _____ MC _____ Discover _____ Amex _____
Credit / Debit Card # _____	Exp. Date _____
Name on Card _____	V-Code _____
Cardholder Billing Address _____	
Authorized Signature _____	

Comments / Additional Requirements:
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Calculating Square Footage	Length	Width			
Booth Size _____	x _____	= _____	-	sq. ft. (100 sq. ft. minimum)	

Description	Sq. Ft	Advance Rate	# of Days	Advance Rate Total	Sq. Ft	Standard Rate	# of Days	Standard Rate Total	Subtotal	Total
<b>A) Vacuuming</b> - Includes emptying and relining of standard size wastepaper basket										
Initial Service		\$0.15		\$0.00		\$0.18		\$0.00	\$0.00	A) \$ -
Additional Servicing		\$0.12		\$0.00		\$0.15		\$0.00	\$0.00	
<b>B) Shampooing</b> - Carpets shampooed night before show opens only										
Carpet Shampooing		\$0.20	1	\$0.00		\$0.25	1	\$0.00	\$0.00	B) \$ -
<b>C) Additional Housekeeping Services</b> -										
Should you require refuse removal or periodic housekeeping services, please call the DCU Center Operations Department for information on available services and rates.										
Service Provided _____									Rate \$ -	C) \$ -
Service Provided _____									Rate \$ -	
<b>TOTAL</b>										\$ -

Please read attached important conditions and regulations.



Revised August 2009



50 Foster Street, Worcester, MA 01608

#### HOUSEKEEPING - IMPORTANT CONDITIONS AND REGULATIONS

1. **ADVANCE ORDERS:** To receive advance rate, orders must be received a minimum of 15 days prior to first scheduled move-in day.
2. **CONDITIONS FOR PROCESSING SERVICE ORDER FORMS:**
  - a. Payment **IN FULL, IN U.S. FUNDS** must accompany service order form.
  - b. Date payment is received by the DCU Center will determine applicable rate.
  - c. All order form information must be completed in full for order to be processed. Incomplete order forms could result in processing delay resulting in slow service completion.
  - d. No service will be completed until full payment is received.
  - e. Cancellations:
    1. After service - NO REFUND.
    2. 6 days or less prior to first scheduled move-in day - 85% REFUND.
    3. More than 6 days prior to first scheduled move-in day - FULL REFUND.
3. Claims will not be considered unless filed in writing by exhibitor prior to close of show.
4. Prices are based upon current wage rates and are subject to change without notice.
5. Service time(s) are to be determined by the DCU Center Operations Department.





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Mail/Fax/E-mail available up until 2 days before first move in day  
All other orders must be hand delivered to the service desk on-site

### Telephone Service Order Form

Event Name & Date _____	Booth # _____
Firm Name _____	Contact _____
Address _____	Phone # _____
City, State Zip _____	Email _____

Payment Notice - Advance Rates apply only to orders paid in full and received **15 days prior to the first scheduled move-in day**. Standard Rates must be paid on orders received **less than 15 days prior to the first scheduled move-in day**. Only credit cards or checks will be accepted with mail-in standard orders.  
Cash or credit card accepted with standard move-in orders. Make checks payable to: **DCU Center**

**Payment Info - Payment must be in U.S. Funds (Please Check One)**

Cash/Check # \_\_\_\_\_ Visa \_\_\_\_\_ MC \_\_\_\_\_ Discover \_\_\_\_\_ Amex \_\_\_\_\_

Credit Card # \_\_\_\_\_ Exp. Date \_\_\_\_\_

Name on Card \_\_\_\_\_ V-Code \_\_\_\_\_

Cardholder Billing Address \_\_\_\_\_

Authorized Signature \_\_\_\_\_

Locations and special instructions: (attach layout drawing if necessary):  
\_\_\_\_\_

Description	Qty.	Advance Rate	MA Sales Tax 6.25%	Advance Rate Total	Qty.	Standard Rate	MA Sales Tax 6.25%	Standard Rate Total	Subtotal	Total
<b>A) Telephone Service</b>										
Dial 9 for outside service is in effect, including credit card service										
Single Line Service		\$155.29	\$9.71	\$165.00		\$186.35	\$11.65	\$198.00	\$ -	A) \$ -
Multi Line Service		\$155.29	\$9.71	\$165.00		\$186.35	\$11.65	\$198.00	\$ -	
Single Line with Speakerphone		\$175.06	\$10.94	\$186.00		\$203.29	\$12.71	\$216.00	\$ -	
<b>B) Telephone Rental</b>										
Telephone sets must be picked up at Service Desk.										
Telephone Set Rental		\$23.53	\$1.47	\$25.00		\$23.53	\$1.47	\$25.00	\$ -	B) \$ -
<b>C) Special Telephone Line Services</b>										
For installation charges of special lines, such as ISDN or other data lines, please contact Exhibitor Services for availability and charges.										
									Rate	
									\$ -	C) \$ -
Service Provided _____										
<b>D) Telephone Technician Labor - Above prices include bringing lines to the booth in the most convenient manner, for wiring repairs, special cable runs, etc., please contact Exhibitor Services for labor charges and availability.</b>										
									Rate	
									\$ -	D) \$ -
Service Provided _____										
										<b>TOTAL \$ -</b>

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### TELEPHONE SERVICE - IMPORTANT CONDITIONS AND REGULATIONS

1. **ADVANCE ORDERS:** To receive advance rate, orders must be received a minimum of 15 days prior to first scheduled move-in day.
2. **CONDITIONS FOR PROCESSING SERVICE ORDER FORMS:**
  - a. Payment **IN FULL, IN U.S. FUNDS** must accompany service order form.
  - b. Date payment is received by the DCU Center will determine applicable rate.
  - c. All order form information must be completed in full for order to be processed. Incomplete order forms could result in processing delay resulting in slow service installation.
  - d. No service will be installed until full payment is received.
  - e. Cancellations: Refunds will be computed as follows:
    1. After service- **NO REFUND**
    2. Before installation, but 6 days or less prior to first scheduled move-in day - **85% REFUND**
    3. Before installation and more than 6 days prior to first scheduled move-in day - **FULL REFUND**
3. Rates quoted for all connections cover only bringing of service to the booth in the most convenient manner as determined by the DCU Center and **DO NOT** include connecting equipment to provided services. Special placement or relocation of service will result in a labor charge. Payment **IN FULL** must be rendered for such services before the opening of event day.
4. **CREDIT WILL NOT BE GIVEN FOR TELEPHONE SERVICE INSTALLED BUT NOT USED.**
5. All materials and equipment furnished by the DCU Center for this service order shall remain the property of the DCU Center and shall not be removed from the DCU Center.
6. Claims will not be considered unless filed in writing by exhibitor prior to close of show.
7. Under no circumstances shall anyone other than DCU Center Technical Personnel make service connections.
8. Unless otherwise directed, DCU Center Technical Personnel are authorized to cut floor coverings to permit installation of service.
9. A labor charge will be assessed for relocating service after initial installation has been completed.

#### **Service Installation And Equipment Use**

1. **TELEPHONES MUST BE PICKED UP AND RETURNED TO EXHIBITOR SERVICE DESK.**
2. Deposits for telephone sets and long distance service must be paid prior to issuance of telephone and activation of long distance service. Deposits for telephone sets may be included with order but a completely processed and signed credit card form is required for long distance service.
3. The exhibitor is responsible for all telephone calls charged to their line.
4. The exhibitor is responsible for all telephone equipment while in his/her possession. Equipment not returned or returned damaged will result in forfeiture of deposit and/or increased charges to exhibitor.

#### **Type of Service:**

1. Please Note: (1) Telephone services PBX based. Call Forwarding, Call Waiting, and Speed Dialing are not available. (2) Lines are suitable for dial up data transmission (3) We do not guarantee higher transmission speeds. (4) Standard connection is RJ-11C plug. (5) Dial 9 For Outside Service is in effect, including credit card service.
2. Single Line - Basic service includes one touch tone line installed in booth. Unlimited local calls within area calling zone are included.
3. Multi-Line Telephone Requirements - A multi-button, touch tone telephone set provides **up to two individual lines**. Individual line rates apply.
4. Specialized Data Services - If you require special conditioning, data jacks, (i.e., RJ 45S), or high speed dedicated circuits, you must contact Exhibitor Services 15 days prior to installation date.

#### **Long Distance Service:**

1. Direct Dial Long Distance calls billed on a per minute basis.
2. Payment for Long Distance calls will be subtracted from credit card deposit. If additional money is owed, it must be paid prior to show close.
3. Exhibitors are responsible for all calls made on their assigned lines.
4. Long Distance calls and other services will be billed at the prevailing rate.
5. Phones are restricted from all 900 exchange calling.

**Telephone Sets Supplied By Exhibitors Must be Touch Tone and meet FCC Regulations.**





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Mail/Fax/E-mail available up until 2 days before first move in day

All other orders must be hand delivered to the service desk on-site

### Water, Drain & Compressed Air Service Order Form

Event Name & Date _____	Booth # _____
Firm Name _____	Contact _____
Address _____	Phone # _____
City, State Zip _____	Email _____

Payment Notice - Advance Rates apply only to orders paid in full and received 15 days prior to the first scheduled move-in day. Standard Rates must be paid on orders received less than 15 days prior to the first scheduled move-in day. Only credit cards, cashier checks, or certified checks will be accepted with mail-in standard orders. Cash or credit card accepted with standard move-in orders. Make checks payable to: **DCU Center**

**Payment Info - Payment must be in U.S. Funds (Please Check One)**

Cash/Check # _____	Visa _____	MC _____	Discover _____	Amex _____
Credit / Debit Card # _____				Exp. Date _____
Name on Card _____				V-Code _____
Cardholder Billing Address _____				
Authorized Signature _____				

Comments / Additional Requirements:

Description	Qty.	Advance Rate	Qty.	Standard Rate	Subtotal	Total
<b>A) One Time Water Fill and Drain</b>						
Fill and Drain for 1 unit up to 500 gallons		\$95.00		\$120.00	\$ -	A) \$ -
Add'l units in same booth up to 500 gallons		\$47.50		\$60.00	\$ -	
Each add'l 100 gallons		\$18.00		\$20.00	\$ -	
<b>B) Water Supply - Prices based on 1/2" line. **Drain not included**</b>						
Pressure may vary. Minimum pressure 45 PSI, maximum pressure 80 PSI. If pressure is critical, exhibitor should arrange to have a pressure regulator installed						
First Connection		\$185.00		\$232.00	\$ -	B) \$ -
Each Additional Connection		\$92.50		\$116.00	\$ -	
Water lines above 1/2" are subject to a 50% surcharge Size of water line required: _____					\$ -	
<b>C) Drain Connections - Prices based on 3/4" line. **Water Connection not included**</b>						
First Connection		\$200.00		\$250.00	\$ -	C) \$ -
Each Additional Connection		\$100.00		\$125.00	\$ -	
Drain lines above 3/4" are subject to a 50% surcharge Size of drain line required: _____					\$ -	
<b>D) Compressed Air - Prices based on 3/8" line.</b>						
Standard supplied connector is 3/8" coil air quick disconnect type. Special adapters and multiple connections will require additional charges.						
Air pressure varies, minimum 90 PSI to maximum 125 PSI. If moisture content and pressure are critical, exhibitor should bring drier and regulator.						
<b>USE OF PORTABLE AIR COMPRESSORS IS PROHIBITED</b>						
First Connection		\$175.00		\$220.00	\$ -	D) \$ -
Each Additional Connection		\$87.50		\$110.00	\$ -	
Air lines above 3/8" are subject to a 50% surcharge Size of air line required: _____					\$ -	
<b>E) 24 Hour service required - Add 50% to Service Connection Charge</b>						E) \$ -
Is 24 hr service required? _____						
<b>F) Labor For Special Electrical Work - Including repairs, special placement and tracing malfunctions</b>						Rate
Please contact Exhibitor Services for availability and charges.						\$ -
Service Provided _____						F) \$ -
<b>TOTAL</b>						<b>\$ -</b>

Please read attached important conditions and regulations.





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### **WATER - DRAIN - COMPRESSED AIR SERVICES - IMPORTANT CONDITIONS AND REGULATIONS**

1. **ADVANCE ORDERS:** To receive advance rate, orders must be received a minimum of 15 days prior to first scheduled move-in day.
2. **CONDITIONS FOR PROCESSING SERVICE ORDER FORMS:**
  - a. Payment **IN FULL, IN U.S. FUNDS** must accompany service order form.
  - b. Date payment is received by the DCU Center will determine applicable rate.
  - c. All order form information must be completed in full for order to be processed. Incomplete order forms could result in processing delay resulting in slow service completion.
  - d. No service will be completed until full payment is received.
  - e. Cancellations:
    1. After service - **NO REFUND.**
    2. 6 days or less prior to first scheduled move-in day - **85% REFUND.**
    3. More than 6 days prior to first scheduled move-in day - **FULL REFUND.**
3. Rates quoted for all connections cover only bringing of service to the booth in the most convenient manner as determined by the DCU Center and **DO NOT** include connecting equipment to provided services. Special placement or relocation of service will result in a labor charge. Payment **IN FULL** must be rendered for such services before the opening of event day.
4. Obstructions blocking utility floor boxes are subject to relocation as necessary.
5. Advance orders will receive priority service.
6. Claims will not be considered unless filed in writing by exhibitor prior to close of show.
7. Requests for special water or air hookups and/or other "Special Requirements" (see form) must be received by the DCU Center 30 days prior to scheduled exhibitor arrival and move-in.
8. Labor must be ordered in advance in order to have electricians available when needed.
9. All equipment must comply with all Federal, State and Local Safety Codes.
10. Standard wall, column and permanent building water taps are not a part of booth space and are not to be used by exhibitors unless specified otherwise.
11. Under no circumstances shall anyone other than "house engineers" make water or air connections.
12. Special equipment requiring company engineers or technicians for assembly, servicing, preparatory work and operation may be executed without "house engineer", however, all service connections to such equipment must be made by "house engineers" only.
13. All equipment must be properly tagged or marked with complete information as to type and/or amount of current, voltage, phase, frequency, horsepower, water pressure or air pressure required.
14. All materials and equipment furnished by the DCU Center for this service order shall remain the property of the DCU Center and shall be removed **ONLY** by "house engineers" at the close of the show.
15. DCU Center engineers are authorized to cut floor covering to permit installation of service unless otherwise directed.
16. The DCU Center reserves the right to refuse connection to any exhibitor whose equipment is deemed unsafe by DCU Center engineering supervisors.
17. Water and/or air service will be turned on 1 hour prior to event opening and turned off 30 minutes after close. 24 hour service will be provided only to those locations that have ordered and paid for 24 hour service.
18. Water or Air services crossing aisles will not be installed unless approved by show management.
19. Prices are based upon current wage rates and are subject to change without notice.
20. Requests for refunds or credits must be made in writing prior to first scheduled move-in day.





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All other orders must be hand delivered to the service desk on-site

### Internet Service Order Form

Event Name & Date _____	Booth # _____
Firm Name _____	Contact _____
Address _____	Phone # _____
City, State Zip _____	Email _____

Payment Notice - Advance Rates apply only to orders paid in full and received 15 days prior to the first scheduled move-in day. Standard Rates must be paid on orders received less than 15 days prior to the first scheduled move-in day. Only credit cards or checks will be accepted with mail-in standard orders. Cash or credit card accepted with standard move-in orders. Make checks payable to: **DCU Center**

Payment Info - Payment must be in U.S. Funds (Please Check One)				
Cash/Check # _____	Visa _____	MC _____	Discover _____	Amex _____
Credit Card # _____				Exp. Date _____
Name on Card _____				V-Code _____
Cardholder Billing Address _____				
Authorized Signature _____				

Locations and special instructions for technician: (attach layout drawing if necessary):  
 \_\_\_\_\_  
 \_\_\_\_\_

Description	Qty.	Advance Rate Total	Qty.	Standard Rate Total	Subtotal	Total
<b>A) Internet Service</b>						
Internet service can be paid for either onsite with your credit card by simply opening your browser (IE, Netscape, Mozilla etc, our system works with all browsers and operating systems). Or if you would rather pay with a check in advance or onsite, we can accommodate you as well.						
Internet service is for one (1) computer if additional computers are required you will need to purchase additional connections.						
<b>Service</b>	<b>Connection Speed</b>					
1 Day Basic	512k/256k			\$9.96	\$ -	
1 Day Plus	1M/512k			\$24.96	\$ -	
1 Day Premium	3M/1M			\$49.96	\$ -	
2 Day Basic	512k/256k			\$19.96	\$ -	
2 Day Plus	1M/512k			\$49.96	\$ -	
2 Day Premium	3M/1M			\$99.96	\$ -	
3 Day Basic	512k/256k			\$29.96	\$ -	
3 Day Plus	1M/512k			\$74.96	\$ -	
3 Day Premium	3M/1M			\$149.96	\$ -	
						A) \$ -
<b>B) Category 5 Ethernet Cable Service</b>						
Special note: Category 5 Ethernet Cable services are in addition to the cost of the internet service and all onsite wiring is done on a first come-first serve basis.						
Special note: Category 5 Ethernet Cable services must be ordered at least 72 hours prior to the first scheduled move-in day, if it is within 72 hours of the first scheduled move-in day you must call exhibitor services to see if Category 5 Ethernet Cable services will be available.						
Category 5 Ethernet Cable run		\$125.00		\$150.00	\$ -	B) \$ -
<b>C) Special Internet Services</b>						
Please contact Exhibitor Services for availability and charges.					Rate	
					\$ -	C) \$ -
Service Provided _____						
<b>TOTAL</b>						<b>\$ -</b>

