



EVENT SERVICES ORDER FORM

THE MEADOW EVENT PARK P.O. BOX 130, DOSWELL, VA 23047 FAX(804-477-8244) P(804-994-2887)

**FULL PAYMENT MUST BE RECEIVED 5 working DAYS IN ADVANCE OF EVENT TO
GUARANTEE SERVICE/EQUIPMENT AND TO RECEIVE THE ADVANCE RATE**

Event Name: _____ Room/Booth #: _____


Event Dates: _____ Exhibiting Company: _____


Contact Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: (_____) _____ Fax: (_____) _____ E-Mail: _____

UTILITIES	ADVANCE ORDER	FLOOR ORDER	QUANTITY	AMOUNT
2000 watt Receptacle, 110 Volt, 20 Amps	\$ 65.00	\$ 115.00		
Extension Cord*	\$ 20.00	\$ 20.00		
Multi-receptacle Power Strip*	\$ 20.00	\$ 20.00		
1 Phase, 208 Volt, 30 Amps	\$ 175.00	\$ 225.00		
1 Phase, 208 Volt, 50 Amps	\$ 250.00	\$ 300.00		
1 Phase, 208 Volt, 100 Amps	\$ 350.00	\$ 400.00		
3 Phase, 208 Volt, 30 Amps	\$ 300.00	\$ 350.00		
3 Phase, 208 Volt, 50 Amps	\$ 375.00	\$ 450.00		
3 Phase, 208 Volt, 100 Amps	\$ 425.00	\$ 500.00		
Water Connection, up to 200 gallons	\$ 105.00	N/A		
 Total Utility Order				\$

TELECOMMUNICATIONS	ADVANCE ORDER	FLOOR ORDER	QUANTITY	AMOUNT
Internet Connection to External Host Server per day (includes one port open & one port close)	\$ 120.00	N/A		
WI-FI is available in the Farm Bureau Center	\$ -	N/A		
 Total Telecommunications Order				\$

*Add 5% Tax to all Equipment Orders \$

Total Utilities + Telecommunications+Tax	\$
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METHOD OF PAYMENT

PAYMENT METHOD: CHECK MASTERCARD VISA

Credit Card Holder Name: _____

Credit Card Number: _____ Expiration Date: _____

Credit Card Billing Address: _____

Credit Card Holder Signature: _____ Date: _____

Make Checks Payable To: SFVA • Our Tax ID Number is _____

TOTAL PAYMENT MUST ACCOMPANY THIS FORM

IMPORTANT CONDITIONS AND REGULATIONS

Code Safety and Compliance

1. All equipment provided by clients and exhibitors must comply with all state, local and international safety codes.

Schedule

1. To qualify for advance order rates, all orders must be received by The Meadow Event Park at least 14 days in advance. Call to confirm receipt.
2. Services ordered within 48 hours of event commencement may not be available. **PLEASE ORDER IN ADVANCE TO ENSURE SERVICE AVAILABILITY.**
3. If customer expects the TMEP to hang any large banners for an event, the banners and supporting structure should be brought to the TMEP at least 48 hours prior to the event. Facilities can only support light weight banners.

Limitation of Liability

1. The parties agree that implied warranties of merchantability and fitness for a particular purpose and all other warranties, expressed or implied, are excluded from this agreement. The Meadow Event Park does not assume liability for damages of any type whatsoever or for the loss of anticipatory profits resulting from the installation, use, or interruption of the services or for damage of any sort whatsoever to user's goods or equipment arising from the installation, use or interruption of the services or any other cause whatsoever. TMEP shall not be held responsible for late installation or interruption of any services that may occur.

Utilities Notes:

1. Only one outlet will be provided for each power line ordered.
2. Power cannot be shared between booths.
3. Power is located in the most convenient location unless noted on form (see below).
4. No refunds for services requested and already installed.
5. Connection to equipment is the exhibitors' responsibility.
6. Exhibitors should provide their own power conditioning for sensitive equipment.
7. Any motor larger than 1/2 hp must have a safety switch.
8. TMEP is not responsible for voltage or frequency variances.
9. Rates Quoted cover bringing of service to the booth and does not include connection of equipment.
10. All power is provided from the floor.
11. All exhibits must be wired in accordance with the National Electric Code.
12. Any changes in power location after installation will reflect a one hour labor charge.
13. All electrical and plumbing work must be performed by the MEP staff.
14. All wiring or electrical work done on exhibitor equipment will be charged on a time and material basis.
15. **Tagging of equipment for proper voltage, phase, connections, etc. is the responsibility of the exhibitor.**

Telecommunications Notes:

1. Phone services consist of tone dialing, analog lines with high speed data switching capabilities.
2. Dialing restrictions are enforced for all other than local, toll-tree, and credit card calls (i.e. there is no charge for local and/or toll-free calls).
3. An acceptable credit card is required for any service other than local. Your credit card will be charged for all long-distance calls at a rate of \$0.20 per minute.

It is ESSENTIAL that you indicate your booth number for service. Thank you!

Indicate location of service below, if required.

Booth# _____

