



# Booth Service Order Form

## Service

Arena at Harbor Yard provides one 20 amps, 110 volt, duplex outlet (household type two plug-ins) for \$85.00, if ordered prior to move-in. Telephones lines and internet lines may be ordered for \$85.00 if ordered prior to move-in. If services are ordered onsite during move in or day of show all cost will increase an additional \$170.00 per line (booth location may restrict availability).

## Conditions

1. All equipment, regardless of source of power, must comply with all federal, state and local safety codes and U.L. requirements.
2. All equipment must be properly tagged and wired with complete information as to type of current, voltage, phase, cycle, horsepower, etc.
3. All material and equipment furnished or purchased by Arena at Harbor Yard for this service shall remain the Arena's property and shall be removed ONLY by Arena personnel at the close of the show.
4. Wall, column and permanent building utility outlets **are not** part of booth space and **are not** to be used by exhibitors.
5. Standard building voltages are 120 volts, 208 volts, 277 volts and 480 volts. For voltages other than 120 volts or 20 amps please contact Arena representative, **Cliff Lydiksen at (203) 345-2334 or [clydiksen@arenaatharboryard.com](mailto:clydiksen@arenaatharboryard.com)** to make arrangements.

## Payment

Company Name: \_\_\_\_\_ Representative: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

Event: \_\_\_\_\_ Date: \_\_\_\_\_ Booth #: \_\_\_\_\_

⊗ Electric (20 amp, 110 volt) required #  @ \$85.00/\$170.00 day of show. Total: \$ \_\_\_\_\_

⊗ Phone lines required #  @ \$85.00/\$170.00 day of show. Total: \$ \_\_\_\_\_

⊗ Internet lines required:  @ \$85.00/\$170.00 day of show. Total: \$ \_\_\_\_\_

⊗ Wireless user required:  @\$50 per day/number of days Total: \$ \_\_\_\_\_

Form of payment: Credit Card \_\_\_\_\_ Cash \_\_\_\_\_ Check Enclosed \_\_\_\_\_  
VISA MasterCard American Express Discover

Name as it Appears on Card: \_\_\_\_\_

Credit Card Number: \_\_\_\_\_ Exp: \_\_\_\_\_

Card Holder Signature: \_\_\_\_\_

**Return form to Cliff Lydiksen, Asst. Dir. of Operations at Arena at Harbor Yard either by email or fax to (203) 333-8811.**

## Confirmation:

I have read and agree to the conditions listed above: \_\_\_\_\_  
Authorized Representative

## For Office Use Only:

Order Received:

Total Due Arena:

Initial: