



# ADVANCE ELECTRICAL SERVICE ORDER FORM

Name of Show: \_\_\_\_\_ Booth#: \_\_\_\_\_

Event Date(s): \_\_\_\_\_

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

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

City, State, Zip: \_\_\_\_\_

Ordered by: (Please Print) \_\_\_\_\_

Signature: \_\_\_\_\_

Email Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

**REMIT 10 DAYS PRIOR TO SHOW. PAYMENT MUST ACCOMPANY ORDER**

## ELECTRICAL SERVICES

_____ 20 AMP 110 V	\$70 each	\$ _____
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**Hookups Listed Below Require an In-House and/or House Appointed Electrician Charged Out at Going Rate:**

_____ 30 AMP 110 V*	\$80 each	\$ _____
_____ 40 AMP 110 V*	\$90 each	\$ _____
_____ 20 AMP 208 V*	\$70 each	\$ _____
_____ 30 AMP 208 V*	\$80 each	\$ _____
_____ 40 AMP 208 V*	\$90 each	\$ _____
_____ 50 AMP 208 V*	\$100 each	\$ _____
_____ Add 25% for 3-Phase		\$ _____
_____ Misc.		\$ _____

Subtotal \$ \_\_\_\_\_

Surcharge \$ \_\_\_\_\_

NOTE: A **20%** surcharge will be applied to all orders not received 10 days prior to show and to orders without full payment.

Total \$ \_\_\_\_\_

NOTE: All wiring must be in accordance with local and state electrical codes. All wiring will be performed by an in-house and/ or house appointed electrician.

Accepted forms of payment for electrical service are cash, check (payable to River's Edge Convention Center) or MasterCard, Visa or Discover credit cards. River's Edge does **not** accept American Express credit cards at this time.

If paying by credit card, please write credit card number, expiration date, security code and mailing address for the credit card statement on a cover sheet and fax to River's Edge at 320-255-9863.

The Electrical Service Order Form may be emailed to: [Dianne.Koch@ci.stcloud.mn.us](mailto:Dianne.Koch@ci.stcloud.mn.us). For security reasons, do not email credit card information. Please fax or call the Administration Office for River's Edge at 1-800-450-7272.

Revised 2/16



**TELEPHONE & HARD WIRED INTERNET SERVICE ORDER FORM**

Name of Show: \_\_\_\_\_ Booth # \_\_\_\_\_

Event Date: \_\_\_\_\_

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

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

City, State, Zip: \_\_\_\_\_

Ordered by: (Please Print): \_\_\_\_\_

Signature: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax #: \_\_\_\_\_

**REMIT 10 DAYS PRIOR TO SHOW. PAYMENT MUST ACCOMPANY ORDER.**

**TELEPHONE LINES**

_____	Local Line	\$150/Line	\$ _____
_____	Long Distance Line	\$175/Line	\$ _____

Note: Long distance calls are billed at \$.15/minute. The St. Cloud River's Edge Convention Center will invoice you for long distance calls.

Cost does not include telephone.	Less Discount*	\$ _____
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\* A \$25/phone discount will be given for all orders that are received and paid in full ten days prior to the event.

**HARD WIRED INTERNET**

_____	Hard-Wired Internet	\$175/Connection	*Quantities are limited	\$ _____
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Accepted forms of payment for these charges are cash, check (made payable to St. Cloud River's Edge Convention Center) or MasterCard, Visa or Discover credit cards. River's Edge does **not** accept American Express credit cards at this time.

If paying by credit card, please write credit card number, expiration date, security code and mailing address for the credit card statement on a cover sheet and fax to River's Edge at 320-255-9863.

The Telephone & Hard Wired Internet Service Order form may be emailed to: [Dianne.Koch@ci.stcloud.mn.us](mailto:Dianne.Koch@ci.stcloud.mn.us). For security reasons, do not email credit card information. Please fax or call the Administration Office for River's Edge at 1-800-450-7272.

Revised: 12/15

Subtotal	\$ _____
7.375% Sales Tax)	\$ _____
(on <b>Telephone Service</b> only)	
Total	\$ _____