

Monroe Civic Center Convention Equipment Request Form

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| EVENT: | | | |
| DATES: | | | |
| VENUE: | | | |
| NOTES: | | | |

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|------------------------------------|--|--|--|
| ADVANCE RATE DATE (BEFORE): | | | |
|------------------------------------|--|--|--|

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| BOOTH # | | CONTACT: | |
|----------------|--|-----------------|--|

Special Electrical Connections: Two Legs of Three Phase Power are used to derive "220 volt" receptacles and will actually supply 120 / 208 volts. Some appliances require the higher voltage of single phase power (230-240 volt AC) or may take longer to heat at 208 volts AC. Please specify below the required amperage (current draw) of the appliance to be connected and the type of receptacle required for connection. (Example: 50 amp NEMA 1450; which is the standard receptacle used for kitchen stoves and recreational vehicles). If equipment is to be hard wired into the power service, please specify the amperage and indicate hard wired for the connector choice. Three phase connections are also available but these must be hard wired.

| EQUIPMENT AND SERVICES: | QTY @ ADVANCE Rate | ADVANCE RATE: By 2/3/22 | QTY @ FLOOR RATE: | AFTER 2/3/22 | TOTAL: |
|---|--------------------------|----------------------------|----------------------|--------------|--------|
| Special Electrical Connections: Please Specify Type: (See Above) | | | | | |
| | | \$75.00 | | \$100.00 | |
| 120 volt Duplex Receptacle | | \$50.00 | | \$70.00 | |
| Water Connection (BOOTH MUST BE AGAINST WALL) | | \$50.00 | | \$100.00 | |
| Telephone | | \$25.00 | | \$50.00 | |
| Hardwired Internet | | \$50.00 | | \$100.00 | |
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| TOTAL: | | | | | |

Payment Terms for Extra Convention Equipment And Services: Payment options include cash, credit card, or company check. Credit cards may be accepted via telephone. Payment must be made to the Monroe Civic Center Business Offices during normal business hours one week prior to the first event day and before equipment and services are rendered.

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| Authorized Printed Name/Signature: | |
|------------------------------------|--|