HERSHEY℠
EXPOSITIONS

210 N. Franklin St Palmyra, PA 17078

Phone: 717-508-5926 Fax: 717-298-1519

Email: expositions@hersheypa.com

Please print or type:

ELECTRICAL ORDER FORM

Rec'd _____

Date _____

Ck. No. _____

Amt. _____

Name of Event: _____

Event Date: _____ Booth #: _____

Company: _____ Email: _____

Billing Address: _____ Phone: (_____) _____

City: _____ State: _____ Zip: _____

Order Authorized by: _____ Title: _____

List Requirements Below

Exhibitors' Information

IMPORTANT: Please read the information below before completing this form

A. All electrical charges must be pre-paid before any electrical service will be hooked up to your booth. Please make checks payable to *Hershey Lodge* resort®.

B. Prices subject to change without notice.

C. *Hershey Lodge* must receive this order no later than 21 days before the day of setup. Orders received after this date will be subject to a $15.00 late charge.

D. All telephone lines must be ordered through the Convention Coordinator at 717-534-8605.

110 Volt Electric Service					Price	# of services	Total
Minimum Service - 10 amps or 1000 watts includes use of an extension cord with 3 outlets					$48.00		$
20 amps or 2000 watts includes use of an extension cord with 3 outlets on a dedicated 20 amp service					$110		$
Use of a power strip for either above service					$10.00		$
208 Volt Electric Service							
1-Phase	Price	# of services	3 phase	Price	# of services		$
20 amp	$130.00		20 amp	$150.00			$
30 amp	$150.00		30 amp	$180.00			$
40 amp	$170.00		40 amp	$210.00			$
50 amp	$190.00		50 amp	$240.00			$
60 amp	$210.00		60 amp	$270.00			$
80 amp	$250.00		80 amp	$330.00			$
100 amp	$290.00		100 amp	$390.00			$
Limited locations for 208 volt over 100 amps							
150 amp	$440.00		150 amp	$540.00			$
200 amp	$490.00		200 amp	$690.00			$
All pricing is a one time fee for the duration of the event. Hershey electricians will install and remove all electric.							
Special plugs are not supplied to fit exhibitor equipment.							
					6% PA Sales Tax		$
						Total	$

Electric Services Required (Please list each item using electric and specify voltage, phase, amps, or wattage):

_____

_____

21-day advance notice is required.

Hershey Lodge will not be responsible for power failures or voltage fluctuations.

© 2018 Hershey Entertainment & Resorts Company. All words, designs, and phrases appearing in bold, italics, and/or with the symbol ®, SM, or TM are trademarks owned or used by Hershey Entertainment & Resorts Company under license or with permission. All rights reserved.18HL31642

HERSHEY℠ EXPOSITIONS

PAYMENT FORM

210 N. Franklin St Palmyra, PA 17078 PHONE: 717-508-5926 FAX: 717-298-1519 EMAIL: expositions@hersheypa.com

Payment Policy Form

We accept the following:
VISA MasterCard Amercian Express

Event Name		Booth #
Event Site		
Event Date		

PAYMENT POLICY

Please Familiarize Yourself with this Policy before Ordering any Services **No Services will be Rendered without Full Payment in Advance**

1. **ADVANCE ORDERS:** To receive the advance price; FULL PAYMENT OF CASH, CHECK, OR CREDIT CARD MUST ACCOMPANY YOUR ORDER. (USE CREDIT CARD AUTHORIZATION FORM BELOW). Purchase orders do not qualify for Advance Prices - Payment must accompany the order.
2. **SHOW SITE ORDERS:** Services ordered at the event site will not be processed without full payment at the time the order is placed.
3. **THIRD PARTY ORDERS:** If you contract work to a display or exhibit house and require services from *Hershey℠ Expositions*, the payment policy stated above applies. Please share this information with them.
4. **SHIPPING FREIGHT TO WAREHOUSE OR EVENT SITE AND/OR ORDERING RIGGING OR INSTALLATION/DISMANTLING LABOR:** If you will be shipping to our warehouse or event site, and/or ordering installation/dismantling labor or rigging labor: YOU MUST COMPLETE THE CREDIT CARD AUTHORIZATION FORM BELOW. SERVICES WILL NOT BE PERFORMED UNLESS WE HAVE THIS FORM COMPLETED AND RETURNED TO US. Statements will be available at the close of the event.
5. **ALL CHARGES, NO MATTER WHAT THE AMOUNT, MUST BE PAID IN FULL PRIOR TO CLOSE OF EVENT BY EITHER CASH, CHECK, OR CREDIT CARD.** If credit card method is used, be sure that the card limits are high enough to handle your expected charges.
6. If rigging labor is needed on move-out or you will be using dismantle labor, these charges will be applied to your credit card and a receipt will be mailed to you within (10) days of the close of event.
7. International exhibitors must pay for all services in U.S. Funds prior to event closing. A $20.00 surcharge will be added for processing checks drawn on foreign banks.
8. **ANY DISPUTES MUST BE MADE BY THE END OF THE EVENT.**

I authorize *Hershey Expositions* to charge any additional amounts incurred by me or my event representative, including material handling and labor charges.

Please Complete and Return to: *Hershey Expositions*

***PLEASE INDICATE THE LAST 3 NUMBERS FROM THE SIGNATURE STRIP ON THE BACK OF YOUR CARD:** ____

Check One: ❑ Master Card ❑ Visa (Bank Americard) ❑ American Express

Account No. | | | | | | | | | | | | | | | | Expiration Date: _____

Signature: _____

Cardholder's Name: _____

Cardholder's Billing Address: _____

Company: _____ Date: _____

Address: _____
Street City State Zip

Authorized Signature: _____ Phone: (_____) _____

Booth #: _____ Fax: (_____) _____

Email Address: _____

© 2018 Hershey Entertainment & Resorts Company. All words, designs, and phrases appearing in bold, italics, and/or with the symbol ®, SM, or TM are trademarks owned or used by Hershey Entertainment & Resorts Company under license or with permission. All rights reserved.18HL31642