

ENGINEERING SERVICES ORDER FORM

FOR QUESTIONS ON THIS FORM, PLEASE CONTACT YOUR EVENT MANAGER



EVENT INFORMATION

Event Name:			Date of Event:	Booth #:
Order Completed by:			Phone Number:	
Business Name:			On-Site Contact:	
Address:			On-Site Cell Phone:	
City:	State:	Zip:	On-Site Email:	

SERVICES

ELECTRICAL SERVICES All connections must meet building regulations and be approved by MMC personnel	ITEM QTY.	# OF DAYS OF SERVICE	ADVANCE RATE MORE THAN 14 DAYS NOTICE	STANDARD RATE LESS THAN 14 DAYS NOTICE	TOTAL (ITEM QTY. x # OF DAYS x RATE)
120 VOLT CONNECTION*					
*20 Amps Max Single Circuit Includes power strip			\$65.00	\$85.00	\$
208 VOLT CONNECTION*					
30 Amp Single Phase			\$170.00	\$213.00	\$
60 Amp Single Phase			\$292.00	\$365.00	\$
100 Amp Single Phase			\$350.00	\$425.00	\$
30 Amp Three Phase			\$310.00	\$365.00	\$
60 Amp Three Phase			\$460.00	\$560.00	\$
100 Amp Three Phase			\$510.00	\$625.00	\$
Dystro Disconnect 160-400 AMP (208 Volt 3 Phase)			\$300.00	\$400.00	\$
Extension Cord 20 ft.			\$25.00	\$25.00	\$
FIRE PREVENTION SERVICES					
Fire Extinguisher - ABC			\$30.00	\$40.00	\$
WATER & DRAIN SERVICES* *All water services are non-potable					
Water Approx 60 PSI, Up to ¾" line			\$132.00	\$160.00	\$
Drain Up to 2" line			\$160.00	\$180.00	\$
GRAND TOTAL					\$

PAYMENT INFORMATION

MAKE CHECK PAYABLE TO: MASSMUTUAL CENTER
 MAIL TO: MASSMUTUAL CENTER
 1277 MAIN STREET
 SPRINGFIELD, MA 01103
 ATTN: FINANCE DEPARTMENT

TO PAY BY CREDIT CARD: PLEASE CALL (413) 271-3247. THERE IS A 3.5% PROCESSING FEE FOR ALL CREDIT CARD TRANSACTIONS

Authorized Signature:	Date:
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ENGINEERING SERVICES ORDER FORM

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TERMS AND CONDITIONS FOR ELECTRICAL SERVICES

1. The MassMutual Center (MMC) is the EXCLUSIVE provider of electrical services.
2. All payment must be in U.S currency only.
3. This form is for all client Electrical and Plumbing service requests for events held at the MMC.
4. To qualify for the discount rate, the request and correct payment must be received 14 days prior to show/event opening. Insufficient payment 14 days before event may cause an increase in rate due.
5. Conditions for processing service order forms are:
 - a. The payment for service MUST accompany the service request. The payment due is calculated as the item quantity multiplied by the number of days, multiplied by the rate.
 - b. The date the payment is received determines the applicable rate
 - c. Incomplete information will delay processing.
6. No telephone orders will be accepted.
7. Claims for refunds will not be considered unless filed by the Client with an MMC Event Manager prior to the close of the show or event.
8. Any Client requiring additional services or information, please contact your MMC Event Manager directly.
9. MMC order forms cannot be reproduced or copied without express written consent of the MMC.
10. Credit will not be given to services installed and not used.
11. All equipment & materials furnished by the MMC shall remain MMC property and shall only be removed by MMC personnel at the close of the show.
12. Services other than those listed in unit price schedule will be charged an hourly rate. The minimum charge is one hour.
13. Labor rates are subject to change without notice.
14. Standard wall outlets and other permanent building outlets may not be used by anyone other than MMC personnel or designated service provider.
15. Service connection must be made by MMC personnel or designated service provider.
16. Rates quoted for all connections cover the installation of the service to the booth area in the most convenient manner to the MMC. Rates quoted do not include snaking cables under carpet already installed, connecting of equipment, and tracing of malfunctions, special wiring or repairs. These services may be available at the prevailing labor rates.
17. All equipment must comply with state & local safety codes. MMC will refuse connection to equipment that constitutes a safety hazard.
18. Unless otherwise directed, MMC personnel are authorized to cut floor coverings to permit installation of services.
19. If using specific NEMA connector for single and three phase application, please enclose NEMA number, sketch and/or connector NEMA
a. # _____.
20. The use of open clip sockets, duplex or triplex attachment plugs, and latex or lamp cord is prohibited. All cords must be of the 3 wire grounded type and UL approved. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized, must be grounded.
21. All electrical equipment must be properly tagged & wired with complete information as to type of current, voltage, phase, cycle, horsepower, etc.
22. Electrical service available is:
a. 120v, A.C. single phase, 60 cycle b. 208v, A.C. single phase, 60 cycle c. 208v, A.C. three phase, 60 cycle

TERMS AND CONDITIONS OF PLUMBING SERVICES

1. The MassMutual Center (MMC) is the EXCLUSIVE provider of plumbing services.
2. All payment must be in U.S currency only.
3. This form is for all client Electrical and Plumbing service requests for events held at the MMC
4. To qualify for the discount rate, the request and correct payment must be received 14 days prior to show/event opening. Insufficient payment 14 days before event may cause an increase in rate due.
5. Conditions for processing service order forms are:
 - a. The payment for service MUST accompany the service request. The payment due is calculated as the item quantity multiplied by the number of days, multiplied by the rate.
 - b. The date the payment is received determines the applicable rate.
 - c. Incomplete information will delay processing.
6. No telephone orders will be accepted.
7. Claims for refunds will not be considered unless filed by the Exhibitor with an MMC Event Manager prior to the close of the show or event.
8. Any client requiring additional services or information, please contact your MMC Event Manager directly.
9. MMC order forms cannot be reproduced or copied without express written consent of the MMC.
10. Credit will not be given to services installed and not used.
11. All equipment & materials furnished by the MMC shall remain MMC property and shall be removed only by MMC personnel at the close of the show.
12. Services other than those listed in unit price schedule will be charged an hourly rate. The minimum charge is one hour.
13. Labor rates are based on current wage and benefit rates and are subject to change without notice.
14. Under no circumstances shall anyone other than MMC personnel make water, drain, and air connections or install fixtures. All fill and drain work must be completed by MMC personnel or MMC designated service provider.
15. Rates quoted for all connections cover the bringing of the service to the booth area in the most convenient manner to the MMC. Additional labor charges may be incurred for the service connection.
16. All equipment must comply with state, local safety and plumbing codes. MMC will refuse connection to any equipment that constitutes a safety hazard.
17. Unless otherwise directed, MMC personnel are authorized to cut floor coverings to permit installation of services.

CUSTOMER ACCEPTANCE OF ALL MMC TERMS AND CONDITIONS

With execution of this document the Customer hereby authorizes the MMC to provide services as requested herein, is authorized to request such services and acknowledges full and complete understanding of these Terms & Conditions. In case of using wireless services the Customer hereby attests to his or her understanding of limitations and vulnerabilities of the wireless services provided by the MMC as well as admits that in case of using this service for any reason including, but not limited to demonstrating, showcasing or presenting own production(s), the MMC will not be held liable for the possibility of interference.

PRINT AUTHORIZED NAME

AUTHORIZED SIGNATURE

DATE