

ENGINEERING SERVICE ORDER FORM

EVENT		BOOTH #		ONSITE CONTACT				
DATE				CELL PHONE				
BUSINESS NAME				ORDER COMPLETED BY				
ADDRESS				PHONE				
CITY	STATE	ZIP		EMAIL				
ELECTRICAL SERVICES*		ALL CONNECTION MUST MEET BUILDING REGULATIONS AND BE APPROVED BY MMC PERSONELL		ITEM QTY	# DAYS OF SERVICE	ADVANCE RATE MORE THAN 14 DAYS NOTICE	STANDARD RATE LESS THAN 14 DAYS NOTICE	TOTAL
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 20Ft						\$25.00	\$25.00	\$
FIRE PREVENTION				ITEM QTY	# DAYS OF SERVICE	ADVANCE RATE MORE THAN 21 DAYS NOTICE	STANDARD RATE LESS THAN 21 DAYS NOTICE	TOTAL
FIRE EXTINGUISHER CO2						\$30.00	\$40.00	
WATER* AND DRAIN SERVICES				ITEM QTY	# DAYS OF SERVICE	ADVANCE RATE MORE THAN 21 DAYS NOTICE	STANDARD RATE LESS THAN 21 DAYS NOTICE	TOTAL
WATER* APPROX 60 PSI, UP TO ¾" LINE		SINGLE CONNECTION				\$132.00	\$160.00	\$
		EACH ADDITIONAL CONNECTION				\$37.00	\$65.00	\$
DRAIN UP TO 2" LINE		SINGLE CONNECTION				\$160.00	\$180.00	\$
		EACH ADDITIONAL CONNECTION				\$55.00	\$80.00	\$
FILL & DRAIN**		0-100 GALLONS				\$100.00	\$150.00	\$
		EACH ADDITIONAL 100 GALLONS				\$50.00	\$80.00	\$
AIR		SINGLE CONNECTION				\$140.00	\$180.00	\$
		EACH ADDITIONAL CONNECTION				\$40.00	\$65.00	\$
COLD WATER SINK RENTAL		INCLUDES: SINK, ONE WATER AND ONE DRAIN CONNECTION				\$350.00	\$450.00	\$
HOT & COLD WATER SINK RENTAL		INCLUDES: HOT WATER HEATER (6 GALLON), POWER, SINK				\$525.00	\$750.00	\$
* Water services are non-potable								
** All fill & drain work must be completed by MassMutual Center Personnel. Clients must supply their own regulators, filters, and hoses.								
SPECIAL INSTRUCTIONS							TOTAL	\$

PAYMENT INFORMATION

TO ENSURE CREDIT CARD SECURITY, IF YOU WOULD LIKE TO MAKE A CREDIT CARD PAYMENT OVER THE PHONE PLEASE CALL (413) 271-3236 AND PROVIDE THE FOLLOWING INFORMATION OR MAKE CHECK PAYABLE TO: MASSMUTUAL CENTER

CREDIT CARD TYPE	<input type="checkbox"/> AMEX	<input type="checkbox"/> MASTERCARD	<input type="checkbox"/> VISA
CREDIT CARD NUMBER			
NAME ON CARD		EXPIRATION DATE	SECURITY CODE
BILLING ADDRESS		CITY	STATE
		STATE	ZIP
AUTHORIZED SIGNATURE			DATE
SIGNATURE ALSO AUTHORIZES ANY UNPAID BALANCES TO BE CHARGED TO THIS CREDIT CARD			

SUBMIT THIS FORM

TERMS AND CONDITIONS OF ELECTRICAL SERVICES

1. The MMC is the EXCLUSIVE provider of electrical services.
2. All payment must be in U.S. currency only.
3. To qualify for the discount rate, the request and payment must be received 21 days prior to show/event opening.
4. Conditions for processing service order forms are:
 - a. The payment for service MUST accompany the service request.
 - b. The date the payment is received determines the applicable rate.
 - c. Incomplete information will delay processing.
5. No telephone or facsimile orders will be accepted.
6. Any claims for refunds will not be considered unless filed by the Exhibitor with a MMC Customer Service Representative prior to the close of the show or event.
7. Any Exhibitor requiring additional services or information, please contact your MMC Customer Service Representative.
8. MMC order forms cannot be reproduced or copied without express written consent of the MMC.
9. This form is for all Client electrical requests for events held at the MassMutual Center.
10. Credit will not be given to services installed and not used.
11. All equipment and material furnished by the MMC shall remain the property of the MMC and shall be removed only by MMC personnel at the close of the show.
12. Services other than those listed in unit price schedule on reverse side 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. 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 and local safety codes. MMC will refuse connection to any equipment that constitutes a safety hazard.
18. Unless otherwise directed, MMC personnel are authorized to cut floor coverings to permit installation of services.
19. All equipment must comply with state and local safety codes. MMC will refuse connection to any equipment that constitutes a safety hazard.
20. If using specific NEMA connector for single and three phase application, please enclose NEMA number, sketch and/or connector NEMA # _____.
21. 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.
22. All electrical equipment must be properly tagged and wired with complete information as to type of current, voltage, phase, cycle, horsepower, etc.
23. 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. To qualify for the discount rate, the request and payment must be received 21 days prior to show/event opening.
4. Conditions for processing service order forms are:
 - a. The payment for service MUST accompany the service request.
 - b. The date the payment is received determines the applicable rate.
 - c. Incomplete information will delay processing.
5. No telephone orders will be accepted.
6. Any claims for refunds will not be considered unless filed by the Exhibitor with the MMC Exhibitor Services Desk prior to the close of the show or event.
7. Any client requiring additional services or information, please contact MMC Exhibitor Services directly.
8. MMC order forms cannot be reproduced or copied without express written consent of the MMC.
9. Credit will not be given to services installed and not used.
10. All equipment and material furnished by the MMC shall remain the property of the MMC and shall be removed only by MMC personnel at the close of the show.
11. Services other than those listed in unit price schedule on reverse side will be charged an hourly rate. The minimum charge is one hour.
12. Labor rates are based on current wage and benefit rates and are subject to change without notice.
13. Standard wall outlets and other permanent building outlets may not be used by anyone other than MMC personnel or designated service provider.
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 and 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 underdoing 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 SIGNED