



Exhibit Booth Special Request Form

Contact: Kristie Cover

Fax: 972-424-1561

Please complete the following information regarding your booth needs and return by fax or e-mail Kristiec@plano.gov for a discounted rate. If you have any questions or concerns, please call 972-941-5852 or email Kristiec@plano.gov.

Event: **Health, Home, and Garden Expo**

Event Date: **September 15, 2018**

Exhibiting Company:

Booth #:

Contact:

Address:

City, State, Zip:

Phone:

E-mail:

Item	Description	Pre-Order Rate Received by 9/10/18	On-Site rate	Qty.	Total
Electricity	110 v (Maximum 20 amps or 2200 watts)	\$50.00	\$100.00		
	Power Box, 12 circuits of 110 v. Advance order only; limited by location.	\$120.00	Not available		
	Bare wire electrical tie in or Cam Loks	\$200.00	Not available		
Phone	Phone Line for Credit Card Machine	\$50.00 per day	\$100.00 per day		
Tables	Table without linens	\$10.00 each	\$10.00		
	Table topped and skirted	\$25.00 each	\$25.00		
Chairs	Each table comes with 2 chairs	No charge			
	Additional Chair	\$1.00	\$1.00		
Wireless Internet	Dedicated private Wireless Internet connection starting at 5 mbps	\$150.00	\$150.00		
Wired Internet	A limited number of wired network drops are available; advanced order only.	\$150.00	\$300.00		

All prices are subject to 8.25% sales tax plus 20% Service Charge per day

Note: If an exhibitors' electrical needs exceed the initial order on the day of the event, Plano Event Center will add charges for the additional electrical usage.

Special needs (please explain): _____

Please fax, mail or email this form with payment **9/10/18** to:

PLANO EVENT CENTER
PO Box 860358
Plano, TX 75086-0358

Credit card (circle one):	VISA	MasterCard	American Express	Discover
Card number:	Expiration date:			
VCard number (3 or 4 digit # on back of card):	Name on card:			
Billing address:	City:	State:	Zip Code:	
Authorized signature:				

If paying by personal check, please include:

Drivers license #:	Expiration date:	DOB:
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Thank you for your business!