



**Lancaster County Convention Center**  
**25 South Queen St., Lancaster, PA 17602**  
**P: (717) 207-4000 F: (717) 207-4028**

**PHONE/INTERNET/ELECTRICAL SERVICE ORDER FORM**

Name of Event		Event Dates		Booth #	
Company Name		Phone Number			
Address		City		State	
Contact Person		Email			Date

**Payment Notice:** All electrical charges must be pre-paid prior to services rendered by utilizing this credit card authorization form or by check made payable to Lancaster County Convention Center. ELECTRICAL SERVICE WILL NOT BE SUPPLIED UNTIL PAYMENT IS RECEIVED IN FULL. Prices are subject to change without notice.

**STANDARD ELECTRICAL SERVICE**

120 VOLTS per single receptacle	Standard Rate	Quantity	# of Days	Item to be Hooked Up	Total
20 amp (1920 watts)	\$50/day				\$
30 amp (2820 watts)	\$85/day				\$
208 VOLTS/TWO or THREE PHASE	Standard Rate	Quantity	# of Days	Item to be Hooked Up	Total
20 amp*	\$100/day				\$
30 amp*	\$150/day				\$
40 amp*	\$175/day				\$
60 amp*	\$225/day				\$
100 amp*	\$400/day				\$
400 amp*	\$650/day				\$

\* If this is needed, please note the NEMA # for the plug and receptacle and if it's hard wired or not. \_\_\_\_\_

Miscellaneous	Standard Rate	Quantity	Total
Extension Cords	\$20		\$
Power Strip	\$25		\$
Standard/Direct Analog Phone Line	\$75		\$
Internet Wired/Wireless	\$50/day		\$

<b>Subtotal</b>		
<b>PA 6% Sales Tax</b>		
<b>SERVICE TOTAL</b>		
<b>\$20 Late Fee</b>		

**\*\*For any hook-up not listed, please provide specific requirements.**

Completed forms can be returned via fax to (717) 207-4028, emailed to exhibitors@interstatehotels.com or mailed to the address at the top of the page. Please make checks payable to: Lancaster County Convention Center or fill out the credit card information below. If payment by credit card is chosen, payment will be posted to your credit card 5 days before the day of the event.

VISA      MasterCard      AMEX      Discover

Card Number \_\_\_\_\_ Exp. Date \_\_\_\_\_

Print Name \_\_\_\_\_

Authorized Signature \_\_\_\_\_

**\*\*\*Please note, electric added on site is subject to a late fee of \$20. Electric can't be added once show has commenced.\*\*\***

