

Exhibit Booth Requests

Group Name: _____

Exhibit booth #: _____

Electrical and AV requests

Item	Cost	Quantity	Total
Additional 6' Banquet Table	\$25/table		\$
Electrical Outlet 110V	\$50/outlet		\$
100 amp Three Phase	\$150/day		\$
200 amp Three Phase	\$200/day		\$
Three circuit Spider Box	\$75 each		\$
Banner Hanging	\$50 each		\$
Extension Cords	\$15 each		\$
Power Strips	\$15 each		\$
Internet	\$125/line		\$
Removal of doors for Exhibit placement	\$		\$
Subtotal:			
6% MI Sales Tax:			
22% Service Charge:			
Total:			

THESE ARE PER DAY CHARGES

Additional needs or Information: _____

Contact Information

Please identify the onsite contact and any individuals who may receive any shipped materials.

Please Print

Name of On-Site Contact: _____

Organization Name: _____

Organization Address: _____

City/State/Zip/ _____

Email Address: _____

Telephone: _____ Fax: _____

Cell phone _____

Return this completed request* and appropriate payment to:

MotorCity Casino Hotel, c/o Andrea Russell, Conference Services Manager

FAX# 313-961-3312

or

EMAIL: arussell@mccemail.com

Payment must be made by credit card payment only

Please use the attached Credit Card Authorization Form

I understand and agree to be completely responsible for all requests made as it relates to my exhibit space.

Signature _____

Date _____

Power Requirements

Item	Quantity

Total Power Requirement: _____

Power needs are extremely important. Your booth may not require additional power to run the equipment, however, depending on the needs of all exhibitors it may affect how the power is run to host a successful show.