BECOME A 2015 EERI ANNUAL MEETING EXHIBITOR

Boston Park Plaza Hotel
50 Park Plaza at Arlington Street
Boston, MA 02116
March 31 – April 3, 2015

As an EERI Subscribing Member you can reserve a complimentary exhibit space at the 2015 EERI Annual Meeting.

My 1st choice is exhibit space: #___________, 2nd choice: #___________, and 3rd choice: #___________

See map on subsequent page for exhibit space choices.

Company/Organization Name: __________________________________________________________

Contact Person: ______________________________________________________________________

Display Attendant: __________________________________________________________________

Phone: _____________________________________________________________________________

Fax: ________________________________________________________________________________

Email: ______________________________________________________________________________

Setup will be on Tuesday, March 31, 2015 from noon to 5:00pm. Take down any time, but no later than Thursday, April 2, 2015 at 8:00pm. Due to a shortage of meeting rooms, we must ask the exhibitors to vacate by Thursday evening. Thank you for your assistance in this matter.

If you require any electrical or audio visual equipment, you must make your own arrangements with the hotel with the attached order form. Please do not send it in until you have a confirmed exhibit space number.

Shipping information for exhibition materials:
Your Name
EERI 2015 Annual Meeting
Statler Room – Booth XXX
Boston Park Plaza
50 Park Plaza at Arlington Street
Boston, MA 02116

Please email or fax this form to Sonya Hollenbeck as soon as possible. Contact Sonya for assistance.

Sonya Hollenbeck
EERI Controller
510-451-0905 office
510-451-5411 fax
sonya@eeri.org
Choose which exhibit spaces you would prefer.
# Electrical Order Form

All Electrical Request Forms must be completed 14 days before Electrical Service is to be provided.

Contact: Boston Park Plaza  
Address: 50 Park Plaza at Arlington Street | Boston, MA 02116  
Phone: 617.457.2281 | Fax: 617.457.7456

## Terms & Conditions

1. Any guest requiring services not listed below should notify the Engineering Department.
2. Standby service by Network Duck may be required for requests above $100.00.
3. Electrical power for lights and displays will be turned on 1 hour before show opening and turned off 1 hour after closing time. Guest requiring extended service must make special arrangements for service and rates.
4. All orders MUST be received 2 weeks before a show opening. Last minute orders for installation on a Saturday, Sunday, Holiday or weekend will cost 50% more than quoted rates.
5. All power ordered will be dropped at the rear of booth. Extension cords will need to be ordered for power in an alternate location.
6. Exhibit must order an outlet in addition to proper ac supply to accommodate flood or spot lights. We cannot install overhead wiring (except lights). All flood or spot lights will be mounted on exhibitors' display.
7. Credit will not be given for unused connections that are unused.
8. Cancellation must be made 48 hours no less than 62 business hours prior to the setup date to obtain a refund.
9. Payment must be made by credit card or check mailed to Boston Park Plaza.
10. Electrical power shall be installed by Boston Park Plaza staff only.
11. Electrical power shall be confirmed to proper voltage and amperage.
12. All equipment must be in good working condition and suitable for proper voltage and amperage.
13. Equipment will be delivered to the exhibit booth or area on a drop schedule.
14. All equipment must be returned to Boston Park Plaza.
15. I acknowledge, understand, and approve the charges and conditions listed on the above cost estimate.

## Table of Rates

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Advance Price</th>
<th>Standard Price</th>
<th>Quantity</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Power Supply</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>500 - 1000 Watt Duplex Outlet</td>
<td>$80.00</td>
<td>$120.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1200 - 2000 Watt Quad Box</td>
<td>$90.00</td>
<td>$150.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>208V Single/Three Phase-30 Amp Circuit</td>
<td>$250.00</td>
<td>$375.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>208V Single/Three Phase-60 Amp Circuit</td>
<td>$400.00</td>
<td>$600.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>100 Single/Three Phase-30 Amp</td>
<td>$600.00</td>
<td>$900.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>100 Single/Three Phase-200 Amp Circuit</td>
<td>$800.00</td>
<td>$1,200.00</td>
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<td></td>
</tr>
</tbody>
</table>

**Miscellaneous Rental** (Initial power supply must be ordered)

<table>
<thead>
<tr>
<th>Equipment</th>
<th>#/Locality</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Power Strip</td>
<td>6.25% MA</td>
<td>N/A</td>
</tr>
<tr>
<td>Dedicated Electrician (per hour)</td>
<td>$40.00</td>
<td>$40.00</td>
</tr>
</tbody>
</table>

**Billing Information:**

- **Check Enclosed (Make payable to Boston Park Plaza)**  
  (Check must be received no later than 7 business days prior to your event)  
  - Credit Card Payment
  
  - Credit Card #:  
  - Exp. Date:  
  - Credit Card Type:  

50 Park Plaza at Arlington Street | Boston, MA 02116-3912  
Toll: 617.426.2000 | bostonparkplaza.com  
Reservations Fax: 617.423.1708 | Hotel Guest Fax: 617.426.5545