

**BOCO Enterprises, Inc. *You may also order all services online at [www.SuburbanCollectionShowplace.com](http://www.SuburbanCollectionShowplace.com)***

46100 Grand River Ave, Novi, MI 48374 phone: 248-348-5600 fax: 248-380-3005 email: tfreytag@suburbanshowplace.com

Name Of Show \_\_\_\_\_ Date Of Show \_\_\_\_\_  
 Company Name \_\_\_\_\_ Customer Name \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_  
 Email Address \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Phone \_\_\_\_\_ Extension \_\_\_\_\_ Fax # \_\_\_\_\_ Booth # \_\_\_\_\_ Order Date \_\_\_\_\_  
 Form Of Payment:  Cash  Check  Master Card  Visa  American Express  Discover  
 Check / Credit Card Number: \_\_\_\_\_ Exp. Date: \_\_\_\_\_ Security Code: \_\_\_\_\_ Authorized Charge Amount: \_\_\_\_\_

If paying by credit card, please place authorization signature here: \_\_\_\_\_

**Please make checks payable to BOCO Enterprises, Inc.\* No refunds five days prior to show. If faxing order, please call to confirm receipt.**

Rates quoted include bringing of service to the exhibit booth. All wiring of electrical work on exhibitors displays are charged on time and material basis. Tagging of equipment for proper voltage, phase, connections, etc. is exhibitor's responsibility.

Exhibitors using sensitive electronic equipment should provide their own power conditioning. BOCO Enterprises and/or Suburban Collection Showplace are not responsible for voltage or frequency variances.

\*Full payment must accompany order to receive advance rate. No exceptions. Payment in full must be rendered prior to opening of show. Advance order deadline: five (5) working days prior to first move-in day. All orders received after deadline or on site are subject to floor order rate. Any orders requiring collection during or after the show are subject to the floor rate, including declined credit cards. Prices subject to change at discretion of BOCO Enterprises only.

Requirement(s)	120 V - Single Phase			208 V - Single Phase			208 V - Three Phase			480 V - Three Phase			Total
	Qty	Advance	Floor	Qty	Advance	Floor	Qty	Advance	Floor	Qty	Advance	Floor	
Lighting outlet 120 volt. 60 cycle outlet up to 2000 watts		\$65	\$95										
30 amp				\$170	\$250		\$200	\$285			\$625	\$950	
40 amp				\$240	\$340		\$275	\$410					
50 amp				\$245	\$345		\$285	\$425					
60 amp				\$390	\$445					\$750	\$1050		
100 amp				\$595	\$835		\$685	\$950		\$1200	\$1200		
150 amp				\$775	\$1050		\$895	\$1160					
200 amp				\$1170	\$1260		\$1370	\$1460					

**Exhibit booth cleaning**

BOCO Enterprises, Inc. is the exclusive contractor for all cleaning services at the Suburban Collection Showplace. For your convenience, we are offering an individual booth cleaning service for your upcoming show. This is an optional service that will not be provided without the return of this form as well as advanced payment.

**Choose one:**

**A. Nightly cleaning services** - carpets vacuumed or floor swept, wastebaskets emptied, tables wiped. Service is provided nightly, after show closing. Service commences on the final night of move in and ends the night before closing of the show.

Total Booth Sq. Ft. X .11 X Total Show Days = Total Cost

**B. One time Cleaning Service** - Carpets vacuumed or floor swept, wastebaskets emptied, tables wiped. One time service provided the night before the first open show day only

Total Booth Sq. Ft. X .15 X Total Show Days = Total Cost

**Total Due**

**Phone Connection**

All orders for phone service must have credit card number and expiration date filled out on top of form, even if paid by cash or check. Phone service includes all connection and instrument if necessary.

**Please note:**

All credit card machines, lap tops, fax machines, etc., must be programmed to dial '9' for all outgoing calls. Data transmission capabilities are limited and exhibitors should inquire if there are questions concerning the compatibility of any equipment with BOCO Enterprises, Inc. phone system. Direct lines may need to be ordered through ATT. Customers are responsible for all local and long distance charges made on phone lines from move-in through move-out of show. Billing for all additional charges will be at a later date.

Qty \_\_\_\_\_ Advance \_\_\_\_\_ Floor \_\_\_\_\_

**Telephone services - outgoing calls** \$150 \$175

**Telephone services - incoming/outgoing calls** \$175 \$200

**Internet Connection**

See attached forms for internet pricing

**Total Due**

**Water/drain/air/gas**

Water service is 3/8" poly pipe with shut off. Any required connections are the responsibility of the exhibitors. Drains are provided via pump. Power outlet in booth is required for drain but may be connected with other equipment. \*if draining any tub or unit, a small amount of excess water will remain. Exhibitors should use caution when moving units in the building.

Qty \_\_\_\_\_ Advance \_\_\_\_\_ Floor \_\_\_\_\_

Water \$145 \$185

Drain \$175 \$225

Air\*\* \$235 \$295

\*\*Compressed Air Connection 1/2 Inch

Gas **Contact BOCO Enterprises, Inc. directly at 248-348-5600 ext. 205 for pricing and connection information.**

Labor **\$50.00 per hour Straight Time  
\$75.00 per hour Overtime**

**Total Due**

**Grand Total**

**Once move-in has begun, please visit the service desk for all related issues.**

## Electrical Requirements

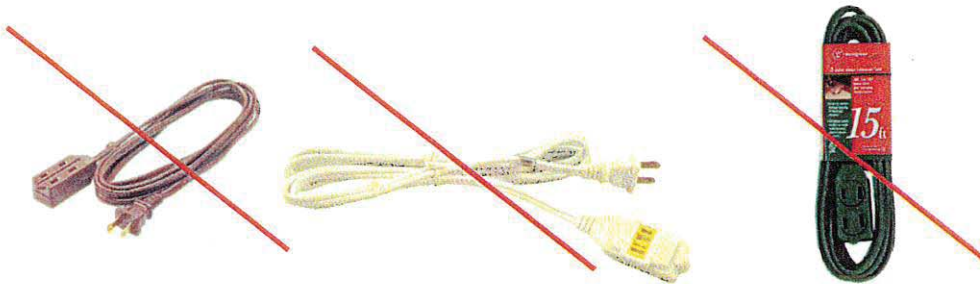
Since this is an indoor venue, we have stricter electrical requirements that need to be followed. The Fire Marshall does come around at the start of each show and checks every booth to ensure that these are followed. Please look over this information below so that you can make sure that your booth is up to fire code. We will have to charge if we need to come around and fix your electrical set up due to the Fire Marshall concerns.

Per the rules, here are the electrical requirements:

Exhibitors must follow these electrical rules:

1. No extension cords allowed on the ground in foot traffic areas or under carpet
2. Extension Cords without a ground are not permitted
3. All cords must have 3 prongs and may not be damaged
4. Fusible cord strips (type used with computers) must be used in any multi plug situation
5. No cube taps are allowed.
6. Any display that uses water must have a G.F.I.

These types of electrical extension cords below are NOT allowed. All extension cords MUST have 3 prongs.



Outdoor rated extension cords are a good way to determine if a cord is acceptable. Also, computer type power strips are recommended and encouraged to plug many items into the end of the extension cords. You can also use extension cords with multiple plugs built in.



Thank you for your cooperation on this matter!!

**BOCO Enterprises**

46100 Grand River Ave

Novi, MI 48374

(248) 380-5600 • Fax (248) 380-3005

Dear Showplace Exhibitor:

We would like to take this opportunity to welcome your company to the Suburban Collection Showplace. We ask your cooperation so we do not have any exhibitor experiencing any problems during the show.

In order to expedite a smooth and proper operational show, please fill out your service requirement order form and return it immediately. Full payment must accompany order to receive advance rate. No exceptions, please!!! Payment in full must be rendered prior to opening of show. Advance order deadline: Five (5) working days prior to the first move in day. All orders received after deadline or on site are subject to the floor order rate. Any orders requiring collection during or after the show are subject to the floor rate including declined credit cards. All phone orders must have credit card number and expiration date on order form unless prior arrangements have been made, even if paid for in cash.

We accept Visa, MasterCard, American Express and checks as payment. Cancellations made 7-14 days prior to show will be refunded at a rate of 50%. Orders cancelled later than seven days prior to show will result in forfeiture of deposit.

To prevent circuit overloads, exhibitors are not allowed to add wattage to existing outlet. We also ask that no exhibitors share drops amongst themselves. Outlets will be dropped in one location in booth, unless floor plan is filled in on reverse side. If more than one booth area is on order form please attach an additional sheet with layout and booth number for each booth.

For safety purposes, all connections larger than 30AMP must be hard wired. All motors must have a magnetic starter or manual disconnect switch. Wiring and electrical connections to motors or equipment will be billed on a labor and material basis. All customer supplied scatter boxes require at least 30' of cord sized properly for feed for field connection. Electrical usage will be metered at the beginning of the show and additional charges, for amounts over the original order will be applied at the floor rate at that time.

**If it is necessary to change the amount of power drops for your booth after installation, floor rates will apply and no credit will be issued for prior payment. All orders must be paid for in full prior to electrical installation.**

To help in determining the size of outlet necessary for your equipment, the list below should act as a guide of wattage necessary to operate various items. A good rule of thumb when figuring necessary power is that a standard light bulb in your home is 100 watts. 100 watts is equal to 1 amp.

Billing for all additional charges will be made at a later date. Customer is responsible for all charges made on phone lines from move in through move out of the show.

Materials and labor for 24 hour power or 240V is a 50% addition to total bill. Labor is billed at \$50.00 per hour straight time and \$75.00 overtime.

For additional needs not listed on this form, call our office for availability and pricing. Thank you and I hope you enjoy the show.

VCR .....	175W	3 AMP BATTERY INVERTOR .....	450W
19" TELEVISION .....	375W	5 AMP BATTERY INVERTOR .....	750W
ELECTRIC TYPEWRITER .....	500W	10 AMP BATTERY INVERTOR .....	1500W
COMPUTER .....	500W	20 AMP BATTERY INVERTOR .....	2500W
COPIER/LASER JET PRINTER .....	1500W	DOTIMATRIX PRINTER .....	250W
MICROWAVES .....	750-1500W	2-4' TUBE FLOURESCENT FIX .....	80W
SMALL UNIT HEATER .....	1500W		

**PLEASE MAKE CHECK PAYABLE TO: BOCO Enterprises**  
PLEASE REMIT TOP COPY TO BOCO ENTERPRISES • BOTTOM COPY IS CUSTOMER COPY

# BoCo Enterprises Internet and Connectivity Form

Phone: (248) 348-5600 – Fax: (248) 380-3005 – Email: tfreytag@suburbanshowplace.com

<b>Event Name:</b> _____ <b>Event Start Date:</b> /    / _____ <b>Event End Date:</b> /     / _____ <b>Booth/Room #:</b> _____ <b>On-Site Contact:</b> _____ <b>Cell #:</b> _____ <b>Email Address:</b> _____	<b>Company Name:</b> _____ <b>Billing Name:</b> _____ <b>Billing Address:</b> _____ <b>Billing Address:</b> _____ <b>City:</b> _____ <b>State:</b> _____ <b>Zip:</b> _____ <b>Country:</b> _____ <b>Phone #:</b> _____
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**ALL SERVICES FOR TECHNICAL SUPPORT AND LEVELS OF CONNECTIVITY LISTED BELOW ARE SUBJECT TO AVAILABILITY.**  
**ALL CONNECTIONS LISTED ARE INTENDED FOR ONE DEVICE ONLY AND NO SPLITTERS, ROUTERS, OR OTHER WIRELESS DEVICES ARE ALLOWED WITHOUT WRITTEN CONSENT FROM BoCo ENTERPRISES**

### BASIC INTERNET SERVICE

Wireless is available via access through the splash page when onsite, log on and follow instructions for services starting at \$20/day. Basic Internet Access is intended for the limited purses of checking e-mail, basic social networking, and simple web browsing. It is intended for **ONE** device ONLY. It is not intended for large file transfers, establishment of networks or connection of multiple computers and is

**NOT INTENDED FOR SECURE CREDIT CARD PROCESSING.**

### WIRELESS CONNECTIVITY – ONE DEVICE ONLY

Bandwidth (Shared)	Quantity	Advance	Floor	Total
Up to 1.5 Mbps		\$ 250	\$ 300	
Up to 5 Mbps		\$ 300	\$ 375	
Up to 10 Mbps		\$ 400	\$ 500	

### INTERNET VIA HARDLINE\*\*

#### Shared Bandwidth Hardline

Up to 1.5 Mbps	One drop for up to <b>3</b> devices*	\$ 335	\$ 385	
Up to 5 Mbps	One drop for up to <b>5</b> devices*	\$ 435	\$ 510	
Up to 10 Mbps	One drop for up to <b>10</b> devices*	\$ 535	\$ 635	

\*A rental switch is **required** for multiple connections.

#### Dedicated Bandwidth Hardline

1.5 Mbps	One drop for up to <b>3</b> devices (includes 1 public IP and 1 router)	\$ 800	\$ 850	
5 Mbps	One drop for up to <b>5</b> devices (includes 1 public IP and 1 router)	\$ 1,000	\$ 1,075	
10 Mbps	One drop for up to <b>10</b> devices (includes 1 public IP and 1 router)	\$ 1,200	\$ 1,300	

With the purchase of dedicated bandwidth, routers and switches are provided, NO unauthorized routers or outside devices are allowed.

\*\*The user must obtain **ONE HOUR MINIMUM** of technical support to assist in the configuration and connection of the user's device(s).

### GREATER BANDWIDTHS (HIGHER THAN 10MB) ARE AVAILABLE BEYOND THOSE LISTED

Additional Products and Services	Quantity	Advance	Floor	Total
Additional public IP Address		\$ 150	\$ 200	
Patch Cables- Up to 50'		\$ 100	\$ 150	
Switch Rental		\$ 50	\$ 75	
Router		\$ 100 and up	\$ 150 and up	
Labor/Floor work		N/A	\$ 99/hr	

INTEGRATED OR BUILT IN EQUIPMENT—PLEASE COMPLETE THE “EXHIBITOR INTERNET INFORMATION FORM” ON PAGE 2  
 CONTACT TERRI FREYTAG FOR PRICING

Internal Use Only

<b>SUBTOTAL:</b>	
<b>GRAND TOTAL:</b>	

**By signing below Customer accepts the BoCo Enterprises Terms and Conditions (page 3)**

Customer—Print Authorized Name	Customer—Authorized Signature	Date
BoCo Enterprises—Print Authorized Name	BoCo Enterprises—Authorized Signature	Date

**Payment Type:** Please select one. Credit card payments appear as “BoCo Enterprises” on monthly statements.

**Check** Payable to: **BoCo Enterprises**      **Mail to: ATTN: Terri Freytag, BoCo Enterprises, 46100 Grand River, Novi, MI 48374**

By signing this Agreement, Customer agrees that BoCo Enterprises may store Customer's credit card information and Customer hereby authorizes BoCo Enterprises to use Customer's credit card information for future orders which are signed by an authorized representative of Customer. No order is complete until both parties have signed.

<input type="checkbox"/> <b>Credit Card</b>	<input type="checkbox"/> <b>Amex</b>	<input type="checkbox"/> <b>MC</b>	<input type="checkbox"/> <b>Visa</b>	Credit Card #:	Ex. Date:	Security Code:
Card Holder Name (print)	Card Holder Name (signature)	Date				

**BoCo ENTERPRISES**  
**TERMS & CONDITIONS FOR TECHNOLOGY SERVICES**  
**BoCo Enterprises-Suburban Collection Showplace**

1. **BoCo ENTERPRISES INTERNET/DATA SERVICES:**
  - A. Due to the nature of the Internet, **BoCo Enterprises cannot guarantee any level of performance or accessibility beyond our gateway.**
  - B. **Internet speeds are best effort and not guaranteed.**
  - C. BoCo does not guarantee the safety or security of equipment, software, or proprietary information connected to or carried over services installed by BoCo and/or its sub-contractors.
2. **BoCo PROVIDES LIMITED FIREWALL SECURITY AND NO ANTI-VIRUS PROTECTION ON OUR NETWORK.** CUSTOMER IS RESPONSIBLE FOR PROVIDING THEIR OWN FIREWALL SECURITY AND ANTI-VIRUS SOFTWARE.  
BoCo is not responsible in any way for damage to equipment or software, loss of proprietary information or network delays or interruptions caused by unauthorized security breaches or intrusions.  
*Customer may be held liable for any damages to equipment, software, or proprietary information, or any damages due to network delays, interruptions, troubleshooting, and/or repair if the origin of a security breach or intrusion is determined to have originated from their device. BoCo strongly advises every customer to take proper measures to protect their own equipment and software.*
3. **CUSTOMER INTERNET/DATA RESPONSIBILITIES:**
  - A. **BoCo REQUIRES THAT UPDATED AND CURRENT ANTI-VIRUS PROTECTION BE INSTALLED ON EVERY DEVICE CONNECTED TO THE BoCo NETWORK.**
  - B. AT NO TIME will a client power up any wireless device not provided by BoCo without prior authorization.
  - C. AT NO TIME, while connected to the BoCo network, will the client use/run their own DHCP server.
  - D. Customer must provide a list of all required connections including exact location (exhibit booth number, meeting room number, etc.) and type of device being connected (switch, router, hub, PC, etc.)
  - E. Any customer device that is determined to be causing interference with the normal operation of the BoCo network must, at BoCo's request, be immediately disabled or disconnected from the network.
  - F. Customer must provide equipment that is properly configured and equipped. In the event that BoCo configures any of Customer's hardware and/or software so that the Customer may use the Services, such configuration shall be undertaken with reasonable care and in keeping with standard industry practices. Under no circumstances shall BoCo be liable to Customer for any damage caused by such configurations, and BoCo makes no representation or warranty that any such configured hardware or software shall be in fact be compatible with the Services or returned to its original condition or configuration at any time. Any re-configuration of Customer's hardware and/or software shall be undertaken by the Customer at its sole risk and expense.
  - G. **Internet user** has full, unrestricted access to the Internet. Matters considered improper, offensive, or even unlawful by groups or individuals are not the responsibility of BoCo.
  - H. **Customer is responsible** for the proper configuration of customer provided equipment and software for Internet services, etc. Customer is responsible for all services outside of basic Internet connectivity including e-mail, VPN, FTP, web services, etc.
4. **OTHER REQUIREMENTS** over and above what is listed on this form should be attached and returned to the Suburban Collection Showplace.
5. **INDEMNIFICATION AND LIMITATION:** BoCo's obligations under this Agreement are subject to limitation, and BoCo and/or its subcontractors shall not be liable for delays, failure to perform, or destruction or malfunction of the equipment and service, or any consequences of the above, caused, occasioned or due to fire, flood, water, the elements, labor requisition, shortages, utility curtailment, power failure, explosions, civil government requisition, shortages of equipment or supplies, unavailability of transportation, acts of omissions of anyone other than BoCo, its representatives, agents, subcontractors, or employees, or any other cause beyond BoCo's reasonable control. In no event shall BoCo be liable to the customer or to any other party for special, collateral, exemplary, indirect, incidental or consequential damages. Such excluded damages include, but are not limited to loss of profits, loss of use or interruption for business, or there consequential or indirect economic loss. Customer/user hereby indemnifies BoCo harmless from any and all liability, damages, or costs arising from the providing of these services or equipment.
6. **SHARING PROHIBITED:** These connective services are to be provided by and are not to be shared with other customers. Any customer sharing communication services without written authorization from BoCo will be charged for that service and standard rates on a complete second Service Order Form. All additional charges will be billed to the authorized credit card at the close of the event.
7. **BoCo EXCLUSIVITY:** Only BoCo Personnel are authorized to modify system wiring and cable. All material and equipment furnished for this service contract shall remain property of BoCo.
8. **EQUIPMENT COMPLIANCE REQUIRMENT** must comply with FCC regulations and be configured to operate with "dial 9" service. BoCo reserves the right to limit use of outside communication devices, including wireless devices.
9. **CHARGES SUBJECT TO CHANGE:** Prices for labor, equipment and services are based upon current wage rates and are subject to change without notice. Rates quoted for all connections cover only bringing one service to the event space in the most convenient manner and do not include connection of customer owned equipment.
10. **EQUIPMENT PROCEDURES:**
  - A. **Customer is responsible** for returning all equipment issued by or rented from BoCo in good condition to the BoCo Personnel or by making arrangements through the assigned Event Coordinator for the return or rented/issued equipment.
  - B. Lost, stolen, or damaged equipment will be charged to customer's authorized credit card at prevailing rates.
11. **PAYMENTS & REFUNDS:**
  - A. **Payment in full** is required before service can be connected, once ordered there are no refunds for services. The "**Payment Options**" section on the Service Order Form must be completed on every service order. By providing an authorized signature on the front of this form, you authorize BoCo to charge the amount due as pre-payment for services ordered, as well as any charges incurred for additional services ordered during the event, to the authorized credit card.