



Electrical, Internet, & Package Handling Order Form

Show/Event Name: _____

Show/Event Date(s): _____

To receive discount pricing, this order form must be completed and faxed to **MCS no later than 30 days prior to show** or event date, otherwise, standard rates will apply.

Electrical, Internet, Phone & Package Handling services apply to the general public, all General Contractors, Show Management, Production Companies, and Audio Visual Companies working in the Drury Lane whether the event is open or closed to the public. All of these services are managed by MCS.

Drury Lane and MCS are not responsible for power, internet, or phone failures beyond ordinary control. We reserve the right to refuse connections where wiring constitutes a safety/fire hazard, or conflicts with electrical / fire codes. All connections will be inventoried at the show site and any additional connections will be charged to the exhibitor or client. Cancellations must be received no less than seventy-two (72) hours prior to event set-up, or full standard rates will apply. Payments for all services, materials, equipment, etc. will be the responsibility of the exhibitor or client. Rates include bringing power, phone or internet lines to back of booth. All connections must be made by Drury Lane electricians.

Standard Fee applies to orders received less than 30 days prior to event date.

Special Rates will apply if hardwiring is required. **Std Rate: \$85.00/hr. Over Time Rate: \$170.00/hr.**

Quantity	Type of Service	Discount	Standard	Total
	110 Volt – 20 AMP Circuit with ONE Outlet	\$120.00	\$145.00	
	220 Volt – 20 AMP Circuit with ONE Outlet	\$175.00	\$262.50	
	Other power requirements please call.			
	1 High Speed Internet Access Line - Data Only	\$300.00	\$375.00	
	Power Strip	\$7.00	\$12.00	
	Halogen Booth Light	\$50.00	\$75.00	

Package Handling rates listed below apply to shipments of packages directly to Drury Lane. Shipment of packages to Drury Lane constitutes acceptance of our limits of liability for material handling. Drury Lane reserves the right to refuse delivery of any shipment(s).

On-Site Package Handling

Packages must be labeled with Exhibit Show Name, Exhibitor Name and Booth # if available

Quantity	Weight	Price	Total
	0-25 pounds	\$15.00 each	\$
	26-50 pounds	\$20.00 each	\$
	Over 51 pounds/Pallets/Crates	\$75.00 per 100lb increments	\$
	Outgoing packages	\$10.00 each	\$
Total			\$

All payments are to be made to the general contractor: MCS

35 North Garden Avenue, Roselle, Illinois 60172, Phone (630) 351-3976, Fax (630) 351-4118

COMPANY NAME: _____ Booth # or Event Area: _____

CONTACT NAME: _____ PHONE#: (____) _____ - _____

EMAIL: _____@_____._____ (YOU WILL BE SENT AN EMAIL CONFIRMATION OF ORDER.)

BILLING ADDRESS: _____ City: _____ State: _____ Zip: _____

Company Check Check # _____ Authorized Signor Name: _____

PLEASE MAIL ORDER FORM AND COMPANY CHECK c/o MCS.

Company Credit Card Company and/or Cardholder Name: _____

American Express MasterCard Visa Discover Card

Account #: _____ Expiration Date: _____ / _____ CCV# _____

Cardholder Signature: _____ Printed Name: _____