Connecticut Convention Center

100 Columbus Blvd., Hartford, Connecticut 06103
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Forms available online at www.ctconventions.com

ICE _____

WATER & ICE ORDER FORM

Name of Event:	Date of Event:
Firm Name:	Booth Number:
Street Address:	Contact Person:
City, State, Zip:	On-Site Phone Number:
E-mail Address:	

IMPORTANT CONDITIONS AND REGULATIONS

1. **ALL ORDERS:**
   - **PRICES ARE SUBJECT TO CHANGE**
2. **CONDITIONS FOR PROCESSING SERVICE ORDER FORMS:**
   - Payment in FULL (IN U.S. FUNDS) must accompany Food and Beverage order form / Tax must be included unless you produce required State of Connecticut Tax Exemption documentation.
   - All order information must be completed in full, for order to be processed. Incomplete order forms will not be able to be processed.
3. **CANCELLATIONS:**
   Refunds will be computed as follows:
   - 5+ days prior to first scheduled move-in day – 100% Refund
   - Less than 5 days prior to first scheduled move-in day – No Refund
4. **FOOD AND BEVERAGE:**
   - The Connecticut Convention Center permittee is the only licensee by the State of Connecticut to sell/serve food and beverage (including alcoholic beverages) on the premises, therefore, no outside food or beverage may be brought into the Connecticut Convention Center by any Guest or Vendor. Accordingly, all food and beverage must be consumed in the designated function rooms/areas, and cannot be carried or consumed in public areas.
   - The Connecticut Convention Center staff reserves the right to refuse service to any Guest, for any reason.

I have read and agree to all Terms and Conditions of the order

Signature: X_____

Payment Information Must Accompany Order

Money Order #:	Check #:

☐ MasterCard ☐ Discover Card ☐ Visa ☐ American Express

Name on card:					
Billing Address **(if different from above)**:					
Billing City:	State:			Zip Code:	
Credit Card #:					
Expiration Date:				Security Code:	
Authorized Signature:					

Water & Ice	Standard Rate	Quantity	Subtotal	CT 6.35% Tax	Total
Handwashing Sink	$250.02				
8 lbs. Bag of Ice	$10.01/bag				
Date(s) & Time(s) of Delivery:					

ORDER TOTAL: