Connecticut Convention Center

100 Columbus Blvd., Hartford, Connecticut 06103 **Phone:** 860.249.6000 Ext. 2583 **Fax:** 860.728.2641
Email: exhibitorservices@ctconventions.com
Forms available online at www.ctconventions.com

CL _____

VISQUEEN SERVICE 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:	

Payment notice – services will not be supplied until total due is paid in full.
Tax must be included unless you submit State of CT Tax Exemption documentation with your order form.
Check payment method only accepted on prepaid orders.
Pre-Paid rates apply to orders paid in full and received 1 day prior to first scheduled move in day.
On-Site rates apply after the 1 day cut off rate. No exceptions.

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:		

Booth Size _____ X_____ = _____ sq.ft. (100 sq.ft. minimum)

	Sq. Ft.	Pre-Paid Rate	On-Site Rate	Subtotal	CT 6.35% Tax	Total
Visqueen Floor Covering		.50 sq/ft	.75 sq/ft			

ORDER TOTAL: