



77 Sands Blvd, Bethlehem, PA 18015

Electrical Service Order Form

Please Print or Type

EXHIBITOR INFORMATION

Please read information before completing this form.

1. All Electrical Charges must be pre paid by credit card before any electrical service will be hooked up to your exhibit. Please complete credit card authorization form for payment.
2. Order for services must be received by Sands Bethlehem Event Center no later than 15 days prior before date of set up. Orders received after this date will be subject to a \$15.00 additional charge.
3. Sands Bethlehem Event Center will not be responsible for power failures or voltage fluctuations.

Company Name:	Conference/Event Title:
Contact Name:	Conference/Event Dates:
Address:	Booth #/Name
City/State/Zip:	
Telephone:	
Email:	

Electrical Service(s)

- | | |
|---|---------------------|
| 1. Standard Electric Service
(Includes 120 volt receptacles) | \$75.00 per booth |
| 2. Power Strips | \$10.00 each |
| 3. Wireless Internet Access \$100.00 per booth | Yes/No – Circle One |

Electric Services Required

(List Each Item requiring electrical service)

1. _____
2. _____
3. _____

DATE(S) Service Required _____

Complete this form and return to the Sands Bethlehem Event Center.

- Please send form back to marc.loiacono@sandseventcenter.com

For additional power requirements and AV equipment, email marc.loiacono@sandseventcenter.com

Signature _____ Date _____

CREDIT CARD: American Express Visa/Master Card Discover

Please Print Clearly:

Credit Card Number:

Credit Card Expiration Date:

Card Holder's Name:

Card Holder's Billing
Address:

Card Holder's Phone
Number:

Please Check Below:

I hereby authorize the above card to be charged immediately in the amount of \$ _____
for a private event at the Sands Bethlehem Event Center. I have reviewed the above and below
information and agree that the information is accurate and true.

Card Holder's
Signature: X _____

Upon completion of this form, please submit a photocopy of the Credit Card Holder's valid photo ID to
marc.loiacono@sandseventcenter.com to complete this authorization.