



**UTILITIES ORDER FORM**

Below is the order form with services available and prices. In order for exhibitors to qualify for discounted rates, exhibitors must request services 10 business days prior to move-in. To help ensure orders are filled out correctly please fill the necessary information and remit the correct payment amount to Marketplace Events:

Name of Event Richmond Home + Garden Show Event Date February 28-March 1, 2025

Company Name \_\_\_\_\_ Booth No. \_\_\_\_\_

Address \_\_\_\_\_

- Electrical Service Available, 115 Volt, 208V single or three phase, 60 cycle up to 60 amp per connections.
- Overtime hours and special services required by electrician will be responsibility of exhibitor at rate of \$90-\$145/hour.
- Discount rate orders for utility service **MUST be placed and paid for 10 business days PRIOR TO FIRST MOVE-IN DAY (February 17, 2025) or \$70 surcharge (plus tax) will be added to the bill.**

Quantity of  
Connections

_____	115V	20 amps (most common)	Discount price: \$90.00
_____	208V	Single Phase	
_____		0-20 amps, 21-30amps, 31-50 amps Over 50 amps	Discount price: \$125-\$275
_____	208V	3 Phase	
_____		0-20 amps, 21-30amps, 31-50 amps Over 50 amps	Discount price: \$175-\$325
_____	480	3 Phase	
		0-20 amps, 21-30amps, 31-50 amps Over 50 amps	Discount price: \$175-\$325

Contact show management for specific pricing 208V single phase, 208 3 phase and 480 3 phase

_____	Electrical Powerstrip	\$30
_____	Extension Cord	\$30
_____	Water/Drain Hook-up	\$275
	Late Fee – \$70 Surcharge	\$ _____
	If ordered February 17, 2025 or later	
	Sub-Total:	\$ _____
	Total Utility Charge:	\$ _____

Credit Card # \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Please circle which type of card being used:      VISA      MASTERCARD      AMERICAN EXPRESS

Billing Address: \_\_\_\_\_ Billing Zip: \_\_\_\_\_ Security Code: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I authorize Marketplace Events to process the payment on the given credit card

\*Payments will be processed as received all payments are *NON-REFUNDABLE*

\*\*If you would like to receive a receipt, please provide email address: \_\_\_\_\_

**All payments for utilities should be made to Marketplace Events not the Richmond Raceway Complex.  
Email forms to [breonnaa@mpeshows.com](mailto:breonnaa@mpeshows.com)**

Remit Payment to: 2000 Auburn Drive, One Chagrin Highlights, Suite 200 • Beachwood, OH 44122  
Email: [breonnaa@mpeshows.com](mailto:breonnaa@mpeshows.com) • website: [RichmondHomeAndGarden.com](http://RichmondHomeAndGarden.com)