



### Exhibit Booth Special Request Form

Contact: Kristie Cover

Fax: 972-424-1561

Please complete the following information regarding your booth needs and return by fax or mail **before August 12, 2013** for a discounted rate. If you have any questions or concerns, please call 972-941-5852 or email [kristiec@plano.gov](mailto:kristiec@plano.gov).

Event: Hispanic Congress of Americas Respect Life & Evangelization August 16-18, 2013

Exhibiting Company:

Booth #:

Contact:

E-mail address:

Address:

City, State, Zip:

Phone:

Fax:

Item		Order rec'd by 8/12/12	Per day charge for additional days	On-Site rate	Qty.	Total
<b>Electricity</b>	110 v (Max 10 amps or 1100 watts)	\$25	\$10	\$50		
See note below	110 v (Maximum 20 amps or 2200 watts)	\$50	\$20	\$100		
	Power Box, 12 circuits of 110 v. Advance order only; limited by location.	\$120	\$50	Not available		
	Bare wire electrical tie in	\$200	\$50	Not available		
<b>Phone</b>	Phone Line for Credit Card Machine	\$50 per day	\$50	\$100 per day		
<b>Tables</b>	Additional Table without linens	\$5 each	No charge	\$10		
	Additional Table topped and skirted	\$15 each	No charge	\$30		
<b>Chairs</b>	Each booth includes (2) chairs at N/C					
	Additional Chair	\$.50 each	No charge	\$1.00		
<b>Wireless Internet</b>	Wireless Internet connection requires 802.11 hardware on laptop or PC.	No charge				
<b>Wired Internet</b>	A limited number of wired network drops are available; advanced order only.	\$100	\$100	Not available		

Note: If an exhibitors electrical needs exceed the initial order on the day of the event, Plano Centre will add charges for the additional electrical usage.

Special needs (please explain):

Please fax, mail or email this form with payment **before August 12, 2013** to:

PLANO CENTRE  
PO Box 860358  
Plano, TX 75086-0358

<b>Credit card (circle one):</b> VISA    MasterCard    American Express    Discover			
<b>Card number:</b>		<b>Expiration date:</b>	
<b>VCARD number (3 or 4 digit # on back of card):</b>		<b>Name on card:</b>	
<b>Billing address:</b>	<b>City:</b>	<b>State:</b>	<b>Zip Code:</b>
<b>Authorized signature:</b>			

If paying by personal check, please include:

<b>Drivers license #:</b>	<b>Expiration date:</b>	<b>DOB:</b>
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Thank you for your business!