



Electrical, Telephone and Internet Service Order Form

HPLA/BEP

April 4 – 7, 2016

Exhibitor Name: _____

Exhibit Company: _____

Booth #: _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

Telephone: _____ **Fax:** _____ **Email:** _____

| Electrical Order includes equipment | | | | |
|--|-----------------|----------------------------|-------------------------|-------------------|
| Wattage | Quantity | Advance Order Price | Late Order Price | Total Cost |
| 120 watts | | \$30.00 | \$40.00 | |
| 5 Amps = 900 watts | | \$75.00 | \$85.00 | |
| 10 Amps = 1,800 watts | | \$150.00 | \$160.00 | |

With each 120w order- La Fonda will run the extension cord to the power source and provide a power strip. The client may provide their own extension cords to plug into the power strip.

Please note that **La Fonda must know** what your electrical requirements entail as no one is allowed to plug personal equipment independently into any of our power source outlets.

| Telephone Rental and Internet Access | | | | |
|---|-----------------|-------------|--|-------------------|
| Item | Quantity | Days | Price per Item | Total Cost |
| Telephone dial "9" access only-not a dedicated line \$.95 per call and applicable toll-charges will also be charged | | | \$30.00 per day | |
| High-Speed Wireless Internet Access (access code will be emailed to you once payment is received) | | | Complimentary to hotel guests. Non- hotel guests \$15.00 per day per computer | |
| T-1 – High Speed Internet Access with dedicated IP Address | | | \$225 per day per IP Address | |
| 5-Port Hub | | | \$55.00 | |

- Prices listed are one-time fees unless otherwise noted.
- Order form must be returned with **payment** to the hotel at least **three weeks prior to event date or late charges will apply.**
- Sales tax of 8.3125% is included on all charges.
- Electrical work will be performed by hotel electricians only

Please complete form and return with payment to: (complete attached credit card authorization form for payment)

Stephanie Scrimshaw, Convention Services and Catering Manager
 La Fonda Hotel
 100 East San Francisco Street, Santa Fe, NM 87501
 Fax: 505-995-2323 Email: sscrimshaw@lafondasantafe.com



Credit Card Authorization Form

To La Fonda Hotel, I, _____

hereby authorize La Fonda Hotel in Santa Fe, New Mexico to charge my credit card account for payment of my electricity/internet/phone service order.

Event Name: _____

Event Space: _____

Credit Card Number: _____

Expiration Date: _____

Today's Date: _____

Cardholder's Signature: _____

Amount to be Charged: _____

Please return completed form to:

Stephanie Scrimshaw, Convention Services and Catering Manager

La Fonda Hotel

100 East San Francisco Street, Santa Fe, NM 87501

Fax: 505-995-2323 Email: sscrimshaw@lafondasantafe.com