



Request for Exhibitor Water, Drain, and Compressed Gas Services

To qualify for discount rate, request and payment must be received 21 days prior to show/ event opening.
Payment in U.S. currency only.

PLEASE PRINT OR TYPE: Incomplete information will delay processing.

EVENT OR SHOW: _____ BOOTH # (one per form): _____

COMPANY NAME: _____

ORDERED BY/ TITLE: _____ PHONE # () _____

PLEASE NOTE: WATER SERVICES ARE NON-POTABLE.

SERVICE	DESCRIPTION	QTY.	SIZE	DISCOUNT RATE	STANDARD RATE	TOTAL DUE
Water Approx 60 PSI Up to 3/4" line	Single Connection			\$132.00	\$160.00	
	Additional Connection			\$37.00/each	\$65.00/each	
Drain Up to 2" line	Single Connection			\$160.00	\$180.00	
	Additional Connection			\$53.00/each	\$80.00/each	
Fill & Drain	0-100 Gallons			\$95.00	\$110.00	
	Each additional 500 gallons			\$55.00	\$75.00	
Air Approx 110 PSI	Single Connection			\$137.00	\$180.00	
	Additional Connection			\$40.00/each	\$65.00/each	
Cold Water Sink Rental	Includes: sink, one water and one drain connection			\$350.00	\$450.00	
Hot & Cold Water Sink Rental	Includes: hot water heater (6 gallon cap.), dedicated power, 2 water and one drain connection			\$525.00	\$750.00	
Please note: A single connection is for one device.					TOTAL DUE: \$ _____	

COMPRESSED GAS* (DESCRIPTION)	QTY.	SIZE	RATE QUOTED BY	RATE	TOTAL DUE
The MassMutual Center can provide a variety of compressed gases to Clients. Please call Exhibitor Services at 413-787-6610 to receive a quote and include rate information with your order. Orders received less than 7 days prior to the event cannot be guaranteed.				TOTAL DUE: \$ _____	
				GRAND TOTAL DUE: \$ _____	

*NOTE: ALL COMPRESSED GAS MUST BE ORDERED THROUGH THE MASSMUTUAL CENTER. NO EXCEPTIONS.
NO INDIVIDUAL COMPRESSORS MAY BE USED.

All fill & drain work must be completed by MassMutual Center Personnel. Clients must supply their own regulators, filters and hoses.

Checks should be made payable to MassMutual Center.

Please Return Completed Forms To: EXHIBITOR SERVICES MassMutual Center 1277 Main Street Springfield, Massachusetts 01103	FOR CREDIT CARD PAYMENT Please Circle – MC Visa AMEX Cardholder Name: _____ Card Number: _____ Exp. Date: _____ Signature: _____
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FOR MMC USE ONLY			
DATE RECEIVED:	RECEIVED BY:	CHECK NUMBER:	MC/VISA/AMEX:

REGULATIONS AND CONDITIONS ON REVERSE SIDE

REGULATIONS AND CONDITIONS OF PLUMBING SERVICE

1. The MassMutual Center (MMC) is the EXCLUSIVE provider of plumbing services.
2. All payment must be in U.S currency only.
3. To qualify for the discount rate, the request and payment must be received 21 days prior to show/event opening.
4. Conditions for processing service order forms are:
 - a. The payment for service MUST accompany the service request.
 - b. The date the payment is received determines the applicable rate.
 - c. Incomplete information will delay processing.
5. No telephone orders will be accepted.
6. Any claims for refunds will not be considered unless filed by the Exhibitor with the MMC Exhibitor Services Desk prior to the close of the show or event
7. Any client requiring additional services or information, please contact MMC Exhibitor Services directly.
8. MMC order forms cannot be reproduced or copied without express written consent of the MMC.
9. Credit will not be given to services installed and not used.
10. All equipment and material furnished by the MMC shall remain the property of the MMC and shall be removed only by MMC personnel at the close of the show.
11. Services other than those listed in unit price schedule on reverse side will be charged an hourly rate. The minimum charge is one hour.
12. Labor rates are based on current wage and benefit rates and are subject to change without notice.
 - a. Monday – Friday 8am-4pm (Except Holidays) \$60.00
 - b. All other times including Holidays \$90.00
13. Standard wall outlets and other permanent building outlets may not be used by anyone other than MMC personnel or designated service provider.
14. Under no circumstances shall anyone other than MMC personnel make water, drain, and air connections or install fixtures. All fill and drain work must be completed by MMC personnel or MMC designated service provider.
15. Rates quoted for all connections cover the bringing of the service to the booth area in the most convenient manner to the MMC. Additional labor charges may be incurred for the service connection.
16. All equipment must comply with state and local safety and plumbing codes. MMC will refuse connection to any equipment that constitutes a safety hazard.
17. Unless otherwise directed, MMC personnel are authorized to cut floor coverings to permit installation of services.