



MICHIGAN SHERIFFS' ASSOCIATION

EDUCATIONAL SERVICES, INC 620 S Capitol Avenue Suite 320A 517-485-3135 Lansing MI 48933
www.misheriff.org msa@misheriff.org

Utilities & Equipment Order Form

2014 Fall Training Conference and Trade Show - October 20-21st
McCamly Plaza Hotel & Kellogg Arena, Battle Creek MI

Company Name		Phone	
Address	City	State	Zip
Contact	Email	Date	

Full Payment **MUST** accompany order at least ten (10) days in advance of show date to receive advanced discount rate. **NO EXCEPTIONS, PLEASE!**

For guaranteed service, orders **MUST** be placed ten (10) days in advance of show date – **OCTOBER 10th**

Rates quoted cover bringing of service to the exhibit booth and do not include connecting your equipment.
All wiring or electrical work on exhibitors display charged on time and material basis.
Tagging of equipment for proper voltage, phase, connections, etc. is exhibitor's responsibility.
Exhibitors using sensitive electronic equipment should provide their own power conditioning equipment. The Michigan Sheriffs' Association (MSA) or Kellogg Arena is not responsible for voltage or frequency variances. We cannot guarantee electrical service will be available for purchase on show days. To guarantee service please order by October 10, 2014.

-----ORDERS TAKEN WITHIN 10 DAYS OF SHOW (OCTOBER 10) WILL BE AT FLOOR PRICE-----

QUANTITY	ITEM	ADVANCE PRICE (On or Before Oct. 10)	FLOOR PRICE (After Oct. 10)	UNIT TOTAL
	Electrical – Per Outlet	\$40	\$50	
	You may purchase additional outlets (up to 6) or bring your own power strip.			
	Additional 6' Skirted table	\$20	\$35	
	Additional Chair(s)	\$1.50	\$10	
	(Each booth includes 1 - 6' Skirted Table and 2 Chairs)			
			TOTAL	


PAYMENT ENCLOSED:

- CHECK/MONEY ORDER – PAYABLE TO MICHIGAN SHERIFFS' ASSOCIATION
- VISA
- MASTERCARD
- DISCOVER

NAME _____ 3-DIGIT SECURITY CODE _____
(as it appears on card) (back of card)

ACCOUNT: _____ EXPIRATION DATE _____

BILLING ZIP CODE _____ AUTHORIZED SIGNATURE _____

 <p>RETURN TO: MSA 620 S CAPITOL AVE SUITE 320A LANSING MI 48933 Email to: msa@misheriff.org Phone: 517-485-3135</p>
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OFFICE USE ONLY	
Date: _____	
Check # _____	Received by: _____