

# ➤ ➤ MPMCA Exhibitor Services Order Form < < Mechanical/Plumbing-Heating-Cooling Expo 2019

Name (as on contract) of Exhibiting Firm (type or print): \_\_\_\_\_

Designee's Name (type or print) \_\_\_\_\_

**Booth Sign • Tables • Chairs • Electric • Water** -- MPMCA provides booth carpet and one ID sign per booth free. Skirted tables, chairs, and 120 volt electric can be pre-ordered at a discount. Orders must be on this form & returned to MPMCA by **3/12/19**.

**(One sign Per Booth) ← Important**  
**One line of Copy To Read ↵**

Booth #	Electric (\$46)	6' Tbl. (\$38)	8' Tbl (\$43)	Chairs (\$8 each)	
# _____	_____	_____	_____	_____	_____
# _____	_____	_____	_____	_____	_____

I will need to pre-ship

More services requested on the back of this form.

**Booth Personnel • VIP's • Pre-registration** MPMCA will pre-register booth personnel so they can pick up badges at the Expo registration desk. (Can be picked up day of move in). MPMCA needs names by **March 14, 2019**.

First and Last Name	Firm Name	City	State
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

More exhibitor/VIP's names appear on the back of this form!

**Expo Visitor Passes** 100 Free Expo Visitor Passes are enclosed. Would you like more? \_\_\_No \_\_\_Yes Quantity \_\_\_\_\_

**MPMCA will provide you with a list of visitors after the show. Please choose the format you prefer to get the list.**

E-mail excel format. E-mail address is \_\_\_\_\_

**FINANCIAL INFORMATION**

Must be completed!

This includes orders for:	_____ 6'tables	@ \$ 38 =		\$ _____
	_____ 8' tables	@ \$ 43 =		\$ _____
	_____ Chairs	@ \$ 8 =		\$ _____
	_____ Electric	@ \$ 46 =		\$ _____

Total Amount of this order is \$ \_\_\_\_\_

Check enclosed or Bill Master Card/Visa Card # \_\_\_\_\_ Exp \_\_\_/\_\_\_/\_\_\_

CVV/Customer Code \_\_\_\_\_ (last three numbers on back of card in signature panel)

**We need the complete address of where the credit card is billed:**

Address & City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Card Holders name (please print or type)

\_\_\_\_\_

Signed \_\_\_\_\_ Dated \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

**Any Declined Checks or Credit Card Charges are subject to a \$25.00 Service Charge.**

Return To: **MPMCA P.O. Box 13100 Lansing, MI 48901 PHN: 517-484-5500 FAX: 517-484-5225 On line at [www.mpmca.org](http://www.mpmca.org)**  
**EXPO HOURS 9:00 a.m. to 3:00 p.m. (new hours)**

**Note: The Booth ID Sign is free, however, MPMCA will not provide a booth ID sign for your booth unless you have indicated you wish to have one on the lines provided at the top right of this page. See - (One Sign Per Booth) One line of Copy to Read - Call if you have questions.**

**Important information!!! Order your services before March 12<sup>th</sup> to avoid the higher price of ordering from Art Craft Display at the show. Prices will be nearly doubled at the show.**