➢➢ MPMCA Exhibitor Services Order Form ➣➣
Mechanical/Plumbing-Heating-Cooling Expo 2017

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 **3/8/17**.

(One sign Per Booth) ←**Important**

Booth #	Electric ($46)	6' Tbl. ($38)	8' Tbl ($43)	Chairs ($8 each)	**One line of Copy To Read** ↙
#_____	_____	_____	_____	_____	_____
#_____	_____	_____	_____	_____	_____
#_____	_____	_____	_____	_____	_____
#_____	_____	_____	_____	_____	_____

☐ 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 8, 2017**.

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** _____

☐ **E-mail paper copy (5160 Avery label 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
☐ Bill Master Card/Visa Card #_____ Exp____/_____/_____

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: **Michigan Plumbing & Mechanical Contractors Association, Inc.**
P.O. Box 13100
Lansing, MI 48901

FAX: 517-484-5225
On line at www.mpmca.org
Phone: 517-484-5500

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 8th to avoid the high price of ordering from Art Craft Display at the show. Prices will be nearly doubled at the show.**