

# MPMCA Exhibitor Services Order Form

## Mechanical/Plumbing-Heating-Cooling Expo 2023

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 2/14/23.

**\*\* (One sign Per Booth) ← Important**  
**One line of Copy to Read ↙**

Booth #	Electric (\$47)	6' Table (\$41)	8' Table (\$46)	Chairs (\$11 each)	
# _____	_____	_____	_____	_____	_____
# _____	_____	_____	_____	_____	_____

I will need to pre-ship

More services requested on the back of this form.

\_\_\_\_\_ -- MPMCA will pre-register booth personnel so they can pick up badges at the Expo registration desk. (They can be picked up on move-in day). MPMCA needs the names by **February 21<sup>st</sup> 2023**.

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 to place order!**

This includes orders for:	_____ 6'tables	@ \$ 41 =	\$ _____
	_____ 8' tables	@ \$ 46 =	\$ _____
	_____ Chairs	@ \$ 11 =	\$ _____
	_____ Electric	@ \$ 47 =	\$ _____

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

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

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

**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 \$35.00 Service Charge.**

Return To: **MPMCA P.O. Box 13100 Lansing, MI 48901 PH: 517-484-5500 FAX: 517-484-5225 Online 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 February 14th to avoid the higher price of ordering from Art Craft Display at the show. Prices will be nearly doubled at the show.**