



Electrical, Telephone and Internet Service Order Form

**Bead Fest Santa Fe
March 16-(24), 2010**

Exhibitor Name: _____

Exhibit Company: _____

Booth #: Numbers will be assigned at a later date. _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

Telephone: _____ **Fax:** _____ **Email:** _____

Electrical Order				
Outlets	Quantity	Advance Order Price	Late Order Price	Total Cost
120 Volt-Standard Outlet 1-actual outlet		\$27.00	\$38.00	
10 Amps		\$44.00	\$54.00	

Equipment Order (equipment not included in electricity order – only La Fonda may supply)				
Item	Description	Quantity	Price per Item	Total Cost
120 Volt	10' Extension Cord		\$10.00	
120 Volt	6 Outlet Power Strip		\$15.00	

Telephone Rental and Internet Access					
Item	Quantity	Days	Price per Item	Total Cost	
Telephone dial "9"access only-not a dedicated line \$.95 per call and applicable toll-charges will also be charged			\$27.00 per day		
High-Speed Wireless Internet Access (access code will be emailed to you once payment is received)			Complimentary to hotel guests. \$12.00 per day per computer		

- Prices listed are one-time fees unless otherwise noted
- Order form must be returned with **payment** to the hotel at least **three weeks prior** to event date or late charges will apply.
- Sales tax of 8.625% is included on all charges
- Charges that refer to a **120 volt is a one plug connection only** – If secondary connections are required there will be additional charges based on time and materials
- Electrical work will be performed by hotel electricians only – this includes set up and use of extension cords and power strips.

Please complete form and return with payment to: (complete attached credit card authorization form for payment)

Virginia Leyva, Convention Services and Catering Manager
La Fonda Hotel
100 East San Francisco Street, Santa Fe, NM 87501
Fax: 505-995-2361 Email: vleyva@lafondasantafe.com



Credit Card Authorization Form

To La Fonda Hotel, I, _____

hereby authorize La Fonda Hotel in Santa Fe, New Mexico to charge my credit card account for payment of my electricity order.

Event Name: _____
(Write vendor name in above- must match the electrical order form)

Event Space: _____

Credit Card Number: _____

Expiration Date: _____

Today's Date: _____

Cardholder's Signature: _____

Amount to be Charged: _____

Please return completed form to:

Virginia Leyva, Convention Services and Catering Manager

La Fonda Hotel

100 East San Francisco Street, Santa Fe, NM 87501

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