



Electrical, Telephone and Internet Service Order Form

Exhibitor Name: _____
Exhibit Company: _____
Booth #: _____
Address: _____
City: _____ **State:** _____ **Zip:** _____
Telephone: _____ **Fax:** _____ **Email:** _____

Electrical Order includes equipment				
Wattage	Quantity	Advance Order Price	Late Order Price	Total Cost
120 watts		\$30.00	\$40.00	
5 Amps = 900 watts		\$75.00	\$85.00	
10 Amps = 1,800 watts		\$150.00	\$160.00	

With each 120w order- La Fonda will run the extension cord to the power source and provide a power strip. The client may provide their own extension cords to plug into the power strip.

Please note that La Fonda **must know** what your electrical requirements entail as no one is allowed to plug personal equipment independently into any of our power source outlets.

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			\$30.00 per day	
High-Speed Wireless Internet Access (access code will be emailed to you once payment is received)			Complimentary to hotel guests. Non- hotel guests \$15.00 per day per computer	
T-1 – High Speed Internet Access with dedicated IP Address			\$225 per day per IP Address	
5-Port Hub			\$55.00	

- 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.**
- Gross Receipts Tax of 8.1875% is included on all charges
- Electrical work will be performed by hotel electricians only

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

Stephanie Scrimshaw, Convention Services Manager
 La Fonda on the Plaza
 100 East San Francisco Street, Santa Fe, NM 87501
 Phone: 505-995-2323 Fax: 505-995-2361 Email: sscrimshaw@lafondasantafe.com



Credit Card Authorization Form

To La Fonda on the Plaza, I, _____ hereby authorize La Fonda on the
(print name)
Plaza in Santa Fe, New Mexico to charge my credit card account for payment of my electricity/
internet/phone service order.

Event Name: _____

Event Space: _____

Credit Card Number: _____

Expiration Date: _____

Today's Date: _____

Cardholder's Signature: _____

Amount to be Charged: _____

Please return completed form to:

Stephanie Scrimshaw, Convention Services Manager

La Fonda on the Plaza

100 East San Francisco Street, Santa Fe, NM 87501

Phone: 505-995-2353 Fax: 505-995-2361 Email: sscrimshaw@lafondasantafe.com