



## Electrical Order Form

**Exhibitor Name:** \_\_\_\_\_  
**Exhibit Company:** \_\_\_\_\_  
**Exhibitor Room:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_  
**Telephone:** \_\_\_\_\_ **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.

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.

- 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 8.44% is included on all charges.
- Electrical work will be performed by hotel electricians only
- Please note: Box handling fees will also be assessed for any items La Fonda delivers to the event space or guest room

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

Vickie Rojas, Director of Catering & Convention Services  
 La Fonda on the Plaza  
 100 East San Francisco Street, Santa Fe, NM 87501  
 Email: [vrojas@lafondasantafe.com](mailto:vrojas@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 service order.

Event Name: \_\_\_\_\_

Event Space: \_\_\_\_\_

Credit Card Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

Today's Date: \_\_\_\_\_

Cardholder's Signature: \_\_\_\_\_

Please return completed form to:

Vickie Rojas, Director of Catering & Convention Services

La Fonda on the Plaza

100 East San Francisco Street, Santa Fe, NM 87501

Email: [vrojas@lafondasantafe.com](mailto:vrojas@lafondasantafe.com)