



EXHIBITOR SERVICES ORDER FORM

Century Center
120 S. Dr Martin Luther King Jr Blvd
South Bend, Indiana 46601

PHONE: 574.235.9711 FAX: 574.235.9185

Event:	Company Name:					
Event Dates:	Address:					
Exhibit Location/Booth:	City	Stat	Zip:			
Ordered By:	Phone					
On-Site Contact:	Email:					

ITEM	# OF DAYS	QTY	ADVANCE PRICE	REGULAR PRICE	TOTAL TAXABLE	TOTAL NON-TAXABLE
Electric						
Standard Outlet (up to 2400 WATTS)			\$ 50	\$ 75		
208 Volt - 20 AMPS			\$ 80	\$ 120		
208 Volt - 30 AMPS			\$ 90	\$ 135		
208 Volt - 40 AMPS			\$ 100	\$ 150		
208 Volt - 50 AMPS			\$ 110	\$ 165		
208 Volt - 60 AMPS			\$ 140	\$ 210		
208 Volt - 100 AMPS			\$ 190	\$ 285		
208 Volt - 150 AMPS			\$ 225	\$ 338		
208 Volt - 200 AMPS			\$ 300	\$ 450		
208 Volt - 400 AMPS			\$ 350	\$ 525		
Custom or Direct wiring connections			CALL	CALL		
Water						
One Time Fill, & Drain 100 gallons or less per unit			\$ 150	\$ 225		
One Time Fill, & Drain 100 to 350 gallons per unit			\$ 225	\$ 275		
One Time Fill, & Drain over 350 gallons per unit			CALL	CALL		
Services						
Black & White Photo Copies (per side / per 8.5 x 11 page)			N/A	\$ 0.30		
Color Photo Copies (per side / per 8.5 x 11 page)			N/A	\$ 0.50		
Forklift & Operator			N/A	\$ 75		
Pallet Delivery (vehicle or dock to booth / room)			N/A	\$ 25		
Move-in / Move-out Service - one attendant with cart (per trip)			\$ 10	\$ 20		
Banner Hanging with Lift			N/A	\$ 75		
Phone and Internet						
Analog Phone Line (carrier charges apply)			\$ 50	\$ 60		
Analog Phone Line with phone unit (carrier charges apply)			\$ 75	\$ 85		
Wired Internet Connection			\$ 250	\$ 275		
Analog Phone Line with phone unit (carrier charges apply)			\$ 75	\$ 85		
Wired Internet Connection			\$ 250	\$ 275		
Private WI-FI Network (up to 5 devices) additional days 50%			\$ 100	\$ 120		

Payment Information				Taxable	Non-taxable
Credit Card Type: (circle one) MC VISA DIS AMEX					
Credit Card #:			Column	\$	\$
Expiration Date:	Security Code:				
Name on card (Print)					
Signature	Date:				
Billing Address:			Total Taxable	\$	
City:	State:	Zip:	Sales 7% Sales Tax	\$	

CANCELLATION POLICY

If cancellation occurs at least 7 days prior to the first scheduled move-in day: 100% REFUND.
 If cancellation occurs 1 to 6 days prior to the first scheduled move-in day: 50% REFUND.
 If cancellation occurs on or after the first scheduled move-in day: NO REFUND.

Total Taxable

Sales 7% Sales Tax

Total Non-Taxable

GRAND TOTAL

\$
\$
\$
\$