



**Century Center
EXHIBITOR SERVICE ORDER FORM**

120 South Saint Joseph Street
South Bend, Indiana 46601
www.CenturyCenter.org

PHONE: 574.235.9711 FAX: 574.235.9185



SERVICES

Event:	Company Name:		
Event Dates:	Mailing Address:		
Exhibit Location/Booth:	City:	State:	Zip:
Ordered By:	Phone:	Fax:	
On-Site Contact:	E-mail:		

Description	Quantity	Advance Rate	Regular Rate	TOTAL
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**ADVANCED PRICING IS VALID WITH FULL PAYMENT
RECEIVED PRIOR TO EVENT MOVE IN.**

Forklift & Operator billed at 1 hour minimum and then increments of 30 minutes		N/A	\$100.00	
Pallet Delivery (vehicle or back dock to booth or room)		N/A	\$25.00	
Move-in / Move-out Service - one attendant with flatbed cart (per trip)		\$10.00	\$20.00	
Booth Cleaning Service - includes daily vacuum and trash removal (up to 10' X 10' booth)		\$25.00	\$50.00	
Technical Assistance for Vendor-Supplied Audio Visual Equipment		N/A	\$75.00	
Print and Copy Service Single Sided Black & White (per page)		N/A	\$0.30	
T1 - Internet Connection 1/2 day		N/A	\$150.00	
T1- Internet Connection		N/A	\$250.00	

**Questions?
Call
574.235.9711**

PAYMENT INFORMATION	
Credit Card Type: circle one MASTERCARD VISA DISCOVER AMEX	Credit Card Number:
Expiration Date:	Security Code (Last 3 on back of card or 4 digits on front of Amex.)
Name on card (Please Print)	
Signature	Date
Billing Address:	
City:	State: Zip:

**Please make checks
payable to:
Century Center**

Total Sales	\$
7% Sales Tax (copy service only)	\$
GRAND TOTAL	\$

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.**

All terms, conditions, and rates on this form are subject to change at any time without notice.