



## 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



### ELECTRICAL

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

EQUIPMENT	QTY	ADVANCED PRICE	REGULAR PRICE	TOTAL
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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	

If hard wiring of your item is required, additional charges may apply. Please contact 574.235.9130

Advanced pricing is valid with full payment received prior to event move in.

### WATER

One Time Fill, & Drain 100 Gallons or less		\$ 100	\$ 150	
One Time Fill, & Drain over 100 Gallons (up to 350 gallons per unit)		\$ 150	\$ 225	
One Time Fill, & Drain over 400 Gallons		CALL	CALL	

### PAYMENT INFORMATION

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

Please make checks payable to:  
Century Center

**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 Sales**  
x 7% Sales Tax  
**GRAND TOTAL**

\$	
\$	
\$	

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



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**SERVICES**

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

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**

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

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**Total Sales**      \$

**7% Sales Tax (copy service only)**      \$

**GRAND TOTAL**      \$

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

Description	Quantity	Rate per Item	Number of Days	TOTAL
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Portable Powered Speaker with Mic and Stand**		\$ 115.00		
32" Television/Data Monitor**		\$ 150.00		
40" Flat Screen Monitor**		\$ 200.00		
DVD/VHS Player**		\$ 65.00		
CD Player**		\$ 40.00		
Portable Powered Speaker with Stand**		\$ 75.00		
Easel**		\$ 15.00		
Flipchart with Easel, Pad, and Markers**		\$ 35.00		
Flipchart with Easel, Post-it Pad, and Markers**		\$ 45.00		
Laser Pointer**		\$ 25.00		
Projector Stand**		\$ 35.00		
Wireless Presenter-PowerPoint Remote**		\$ 30.00		
Laptop Computer**		\$ 200.00		
Standard Phone Unit and Line*		\$ 40.00		
Phone Line*		\$ 30.00		
8' X 30" Formica Top Table		\$ 18.00		
6' X 30" Formica Top Table		\$ 18.00		
8' X 18" Formica Top Table		\$ 18.00		
30" Round Formica Top Table		\$ 18.00		
30" Standup Formica Top Bistro Table		\$ 18.00		
60" Round Table		\$ 18.00		
72" Round Table		\$ 18.00		
Black Padded Chair		\$ 7.00		
Green Padded Chair		\$ 4.00		
Blue Plastic Chair		\$ 2.00		
Bar Stool		\$ 4.00		
Waste Basket (small)		\$ 10.00		
10'X10' Carpet		\$ 50.00		

**Questions?**  
**Call**  
**574.235.9711**

\*Additional fees apply from phone company

\*\* 20% Service Charge Applies

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Name on card (Please Print)	
Signature	Date
Billing Address:	
City:	State: Zip:

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Total Sales  
 x 7% Sales Tax  
 x 20% Service Charge  
**GRAND TOTAL**

\$
\$
\$
\$



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**SIGN & BANNER HANGING SERVICE**

**IMPORTANT CONDITIONS AND REGULATIONS**

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**CONDITIONS FOR PROCESSING SERVICE ORDER FORMS**

1. Payment information must accompany service order form. No service will be installed until all payment information is received.
2. All order form information must be completed in full for order to be processed. Incomplete order forms may result in a processing delay that could result in delay of service.
3. Estimates given by Century Center are based on information provided at the time services are ordered. Actual cost is determined at time of installation.
4. Any customer requested changes may result in additional charges
5. Weight limit for standard installation of signs / banners is 25 lbs. All signs / banners over 25 lbs. Trussing and rigging. Rigging rates may apply.
6. All hangings must be ready for installation at time of request. All materials required for hanging must be provided by client.
7. After installation-NO REFUND.

**PRICING ESTIMATE**

- \$ 75.00 per sign / banner installation or dismantle requiring the use of a lift truck.
- \$ 30.00 per banner / sign installation or dismantle up to 12' high

**SHIPPING INSTRUCTIONS**

**Shipments will be accepted no more than 2 days prior to move-in date**

**Please use attached service form or contact:**

**Century Center**  
ATTN: Audio Visual  
120 S St Joseph St  
South Bend, Indiana 46601

**CANCELLATION POLICY**

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<b>Ordered By:</b>	<b>Phone:</b>	<b>Fax:</b>	
<b>On-Site Contact:</b>	<b>E-mail:</b>		
<b>Installation Date:</b>	<b>Installation Time:</b>	A.M./P.M.	
<b>Removal Date:</b>	<b>Removal Time:</b>	A.M./P.M.	

**Type of sign** Cloth  Metal  Wood  Other \_\_\_\_\_

**Shape** Square  Triangle  Rectangle  Other \_\_\_\_\_

**Hanging Method** Grommets  Pole & Sleeve  Other \_\_\_\_\_

**Size** Width \_\_\_\_\_ X Height \_\_\_\_\_

**Weight** Pounds \_\_\_\_\_

**Special Notes:**

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<b>City:</b>	<b>State:</b> <b>Zip:</b>

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<b>ESTIMATED TOTAL</b>	\$
<b>20% Service Charge</b>	\$
<b>Grand Total</b>	\$

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March-10