



**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

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

ITEM	# OF DAYS	QTY	ADVANCE PRICE	REGULAR PRICE	TOTAL TAXABLE	TOTAL NON-TAXABLE
<b>Electric</b>						
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		
<b>Water</b>						
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		
<b>Services</b>						
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		
<b>Phone and Internet</b>						
Analog Phone Line (carrier charges apply)			\$ 50	\$ 60		
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		
Premium Internet WI-FI Connection (one device)			\$ 25	\$ 30		

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

**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.**