



## EXHIBITOR SERVICES ORDER FORM CENTURY CENTER CONVENTION CENTER

120 S. DR. MARTIN LUTHER KING JR. BLVD. SOUTH BEND, INDIANA 46601  
PHONE: (574) 235-9711 FAX: (574) 235-9185 EMAIL: SANDYH@CENTURYCENTER.ORG

EVENT:		COMPANY NAME:					
EVENT DATES:		ADDRESS:					
EXHIBIT LOCATION/BOTH:		CITY:		STATE:		ZIP:	
ORDERED BY:		PHONE:					
ON-SITE CONTACT:		EMAIL:					
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 OR LESS PER UNIT				CALL	CALL		
<b>SERVICES</b>							
BLACK & WHITE PHOTOCOPIES (PER SIDE / PER 805 X 11 PAGE)				N/A	\$0.30		
COLOR PHOTOCOPIES (PER SIDE / PER 805 X 11 PAGE)				N/A	\$0.50		
FORKLIFT AND 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				CALL	CALL		
<b>PHONE AND INTERNET</b>							
ANALOG PHONE LINE (CARRIER CHARGES APPLY)				\$50	\$60		
ANALOG PHONE LINE AND PHONE (CARRIER CHARGES APPLY)				\$75	\$85		
WIRED INTERNET CONNECTION				\$250	\$275		
PRIVATE WI-FI (UP TO 5 DEVICES) ADDITIONAL DAYS 50%				\$100	\$120		
PRIVATE WI-FI (UP TO 10 DEVICES) ADDITIONAL DAYS 50%				\$150	\$175		
<b>PAYMENT INFORMATION</b>						<b>TAXABLE</b>	<b>NON TAXABLE</b>
CREDIT CARD TYPE (CIRCLE ONE):		MASTER	VISA	DISCOVERY	AMEX	\$	\$
CREDIT CARD #:							
EXPIRATION DATE:		SECURITY CODE:					
NAME OF CARD (PRINT):							
SIGNATURE:							
BILLING ADDRESS:							
CITY:		STATE:		ZIP:			

  

TOTAL TAXABLE	\$
SALES 7% TAX	\$
TOTAL NON TAXABLE	\$
<b>GRAND TOTAL</b>	<b>\$</b>

CANCELLATION POLICY - IF A CANCELLATION OCCURS AT LEAST 7 DAYS PRIOR TO THE SCHEDULED MOVE-IN: 100% REFUND. IF THE CANCELLATION OCCURS 1 TO 6 DAYS PRIOR TO THE SCHEDULED MOVE-IN DAY: 50% REFUND. IF THE 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.