



BOOTH SERVICE ORDER KIT

Welcome Exhibitors!

Attached you will find the forms you need to order services for your booth. Due to the high volume of orders received, we must ask for your help to assure an easy move in at the show. Please use the check list below to assure that we are able to receive and process your orders efficiently.

1. **Full payment must accompany every order. Orders received without payment cannot be processed. We accept checks, Master Card, American Express, and Visa cards. Government agencies may pay by purchase order when prior arrangements are made.**
2. **Orders without a complete company name, address, and booth information cannot be processed.**
3. **Faxed orders are by credit card payment only. Orders by Fax that do not include credit card payment will be disregarded. If you Fax your order DO NOT mail a duplicate order. Please use our "Service Fax Hot Line," (608) 266-9027.**
4. **It is not possible for us to confirm your order by phone. If confirmation is required please use certified or registered mail. Please keep a copy of all orders placed as your receipt. No other receipt will be forthcoming.**
5. **We will receive all freight shipped to the Center. Freight that arrives without advanced payment will be held in the warehouse until payment is confirmed. When shipping to a show it is essential that all shipments be addressed to YOUR BOOTH NAME & NUMBER, CARE OF YOUR SHOW NAME, AT OUR ADDRESS. Failure to properly address freight may result in lost or undeliverable items.**
6. **The Alliant Energy Center will not be responsible for orders incorrectly placed.**

We appreciate your efforts, diligence, and timeliness to enable us to serve you better. If you are not the person responsible for placing the booth order please forward this as soon as possible.

NOW 3 WAYS TO ORDER!

- 1) All Floor Orders (orders received 10 or fewer days prior to move in) are at **Standard Rates**. Internet and Advanced Order discounts do not apply ten days prior to move in.
- 2) Fill out and mail or Fax the attached **Advanced Order** forms. Advanced ordering, (more than 10 days prior to move in), are at a discounted rate over the Standard Floor Order rates.
- 3) The largest discount over Standard Floor Order rates is obtained by placing your **Advanced Order On Line** at

www.alliantenergycenter.com

Our eBusiness site offers all the services found on these forms plus additional information including color pictures of our many inventory items. Ordering on line is easy, convenient, **and always at our lowest current pricing.**

Beginning ten days prior to move in all orders are at Standard Rates.*

Looking Forward to Your Visit!

ALLIANT ENERGY CENTER

1919 ALLIANT ENERGY CENTER WAY • MADISON, WI 53713 • PH: 608/267-3950 • FAX: 608/266-9027

ADVANCE ELECTRICAL SERVICE ORDER EFFECTIVE JANUARY 1, 2015

QUAN.	ELECTRICAL DEPARTMENT	1 Day	2-3 Days	4 or More	TOTAL
STANDARD CONNECTIONS (110 Volt)					CIRCLE RATE ENTER BELOW
	1000 Watt Electrical Outlet – 10 Amps	\$114.95	\$124.03	\$136.40	
	2000 Watt Electrical Outlet – 20 Amps	\$147.95	\$159.50	\$183.15	
Power is delivered with single plug (All cords used must be 12-gauge, 3-wire, grounded type)					
SINGLE PHASE – SPECIAL CONNECTIONS		1 Day	2-3 Days	4 or More	
	20 Amp. 208 V.	\$209.00	\$226.05	\$242.55	
	30 Amp. 208 V.	\$253.00	\$270.60	\$288.20	
	40 Amp. 208 V.	\$292.60	\$309.10	\$326.70	
	50 Amp. 208 V.	\$332.75	\$348.70	\$366.30	
	60 Amp. 208 V.	\$373.45	\$390.50	\$408.10	
	___ Amp. 208 V. (over 60 amps)	\$ 6.88	\$ 7.15	\$ 7.43	
3 PHASE – SPECIAL CONNECTIONS		1 Day	2-3 Days	4 or More	
	20 Amp. 208 V.	\$265.10	\$284.90	\$301.95	
	30 Amp. 208 V.	\$316.80	\$334.95	\$352.00	
	40 Amp. 208 V.	\$367.95	\$387.75	\$406.45	
	50 Amp. 208 V.	\$418.55	\$436.15	\$455.95	
	60 Amp. 208 V.	\$469.15	\$491.70	\$514.80	
	___ Amp. 208 V. (over 60 amps)	\$ 7.70	\$ 7.98	\$ 8.25	
Anything totaling over 60 amp must be pre-approved for area. 24-HOUR LINE – ADD 25% OF LISTED RATE ABOVE					
ELECTRONICS		1 Day	2-3 Days	4 or More	
	9' Extension Cord (purchase only)	\$24.20	\$24.20	\$24.20	
	3-Way Plug (purchase only)	\$ 5.50	\$ 5.50	\$ 5.50	
	32" LCD Monitor	\$224.95	\$224.95	\$224.95	

PLEASE CERTIFY YOUR POWER REQUIREMENTS

Circuits blown due to excessive loads will not be reconnected. You will be required to upgrade your order to the correct power level plus \$12 for fuse replacement.

NOTE:

- All exhibitors' cords must be of the 3-wire grounded type. No smaller than #12 gauge.
- Any ungrounded equipment cords will be grounded at the exhibitor's expense.
- The electrician is obligated to refuse connections where wiring is not in accordance with local and National Electrical Codes.

VOLTAGE AVAILABLE:

120 volt, AC, single phase.
208 volt, AC, single phase, three phase.

**ORDER ON THE INTERNET
FOR BEST PRICE**
www.alliantenergycenter.com

NOTICE

**ALL ORDERS NOT RECEIVED
& COMPLETED 10 DAYS PRIOR
TO MOVE IN WILL BE CHARGED
STANDARD FLOOR RATES.**

• • •
**PAYMENT MUST ACCOMPANY ORDER
NO RETURNS OR EXCHANGES**

THIS SPACE FOR OFFICE USE ONLY

	AMOUNT	CHECK/CREDIT CARD NO.	DATE
Check			
Credit Card			
Cash			

SUBTOTAL			▶
SALES TAX	5.5% of Subtotal	ENTER HERE	▶
TOTAL	REMIT 10 DAYS PRIOR TO MOVE IN OF YOUR EVENT		▶

NAME OF EVENT		DATE OF EVENT	
FIRM NAME:		PHONE NO.	BOOTH NO.
ADDRESS (Street, City, State, Zip Code)			
By (Signature)		PRINT NAME	
		DATE	
CUSTOMER IS RESPONSIBLE FOR LOSS OR DAMAGE TO EQUIPMENT			



High Speed Internet Connection

High speed internet connections are now available to your booth. Connections are provided via Charter Business Network Cable and have dynamic addressing for ease of access. Windows 98 or higher and a network card are required. Configuration instructions will be forwarded on request.

Connections are delivered via fiber optic cable to within 100 feet of your location and then carried out to your booth over CAT 5 wire. Each connection is limited to one IP address and connections are on a first-come, first-serve basis. *(Available indoors only except Arena building)*



Telephones & Phone Lines

Phone service to your booth is available through the AEC building system. All lines are direct dial and limited to local, 800 numbers, and credit card calls only. Most lines require dialing 9 to access a direct outside line. Lines with direct dial long distance capability are available by special arrangement and require a credit card on file for billing of post show toll charges. *(Available indoors only)*

QUAN	CONNECTION	PRICE	SUBTOTAL	TOTAL
	INTERNET CONNECTIONS	\$ 220.00		
	PHONE LINES	\$171.33		
	TELEPHONE INSTRUMENT	FREE		FREE
	SUBTOTAL			
	5.5% SALES TAX			
	TOTAL			

Show Name	
Booth #	
Firm Name	
Address	
Phone	

ORDER ON THE INTERNET FOR BEST PRICE

www.alliantenergycenter.com

NOTICE

All orders not received and completed 10 days prior to move in will be charged standard floor rates.

ALLIANT ENERGY CENTER

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ADVANCE SERVICES & MATERIAL ORDER FORM EFFECTIVE JANUARY 1, 2015

TABLES CIRCLE OPTIONS AND TOTAL > ACROSS - SELECT COLORS BELOW						
QUAN.	SIZE	TABLE (30" high)	EXT. (42" high)	SKIRT (3 sides)	SATIN TOP	TOTAL
	8'x30"	\$39.88 each	Add \$12.10	Add \$ 92.13	Add \$28.60	\$
	6'x30"	\$32.45 each	Add \$12.10	Add \$ 69.30	Add \$28.60	\$
	4'x2' (indoors only)	\$27.50 each	Add \$12.10	Add \$ 57.75	Add \$28.60	\$
	36" Round (indoors only)	\$28.05 each	NA	Add \$ 59.40	Add \$28.60	\$
	60" Round (indoors only)	\$28.05 each	NA	Add \$123.20	NA	\$
	Coffee Table (indoors only)	\$28.05 each	NA	NA	NA	\$

CHECK SKIRTING COLOR CHOICES: red royal blue black dark green gold white gray maroon

ORDERS THAT FAIL TO SPECIFY COLORS WILL RECEIVE SHOW BOOTH COLORS FOR CARPET & SKIRTING

CHAIRS			
QUAN.	STYLE		
	Upholstered (indoors only)	\$25.85 / each	\$
	Plastic stack chair	\$14.03 / each	\$
	Armchair (indoors only)	\$59.40 / each	\$
	Tall Chair (indoors only)	\$74.25 /each	\$
DISPLAY MATERIALS			
QUAN.	29" Satin Cloth	\$ 9.90 foot	\$
	<input type="checkbox"/> red <input type="checkbox"/> blue <input type="checkbox"/> gray <input type="checkbox"/> maroon <input type="checkbox"/> green <input type="checkbox"/> gold <input type="checkbox"/> black		
	2" Duct Tape (60 yards)	\$ 13.75 roll	\$
	1" Double Face (25 yards)	\$ 19.25 roll	\$
	Plastic Table Cloth (white)	\$ 15.95 each	\$
	8'x10' Display Unit (gray or black)	\$640.75 each	\$
FLORAL			
QUAN.	STYLE	ADVANCE ONLY	
	Mum (in season colors)	\$40.70 each	\$
	Peace lily	\$40.70 each	\$
	Pothos	\$40.70 each	\$
	Ivy	\$40.70 each	\$
	18 Stem Vased Seasonal Mix	\$61.60 each	\$
	Ficus Tree 4'-5'	\$71.50 each	\$
	Palm Plant 3'-4'	\$71.50 each	\$
OTHER SERVICES			
	Forklift w/op (min. ½ hr. charge)	\$166.10 per hour	\$
	Highlift w/op, 30' max. (min. ½ hr. charge)	\$166.10 per hour	\$
	Display Set Up/Tear Down	\$ 92.40 /man/hour	\$
	Water Connection	\$102.85 within 50'	\$
	Air Connection	\$102.85 within 50'	\$

CARPET / CARPET PADDING				
COLOR: <input type="checkbox"/> red <input type="checkbox"/> blue <input type="checkbox"/> gray <input type="checkbox"/> maroon <input type="checkbox"/> green <input type="checkbox"/> black <input type="checkbox"/> carpet pad				
QUAN.	SIZE	CARPET	PADDING	TOTAL
	10' x 10'	\$134.75	Add \$134.75	\$
	10' x 20'	\$269.50	Add \$269.50	\$
	10' x 30'	\$404.25	Add \$404.25	\$
	10' x 40'	\$539.00	Add \$539.00	\$
	10' x 50'	\$673.00	Add \$673.00	\$
	10' x 60'	\$808.50	Add \$808.50	\$
	per square foot	\$ 1.60	Add \$ 1.60	\$
BOOTH CLEANING				
DAYS	(VACUUMING, DUSTING, TRASH PICK-UP)			
	10' x 10'	\$20.90 per day	\$	
	10' x 20'	\$41.80 per day	\$	
	10' x 30'	\$62.70 per day	\$	
	10' x 40'	\$83.60 per day	\$	
	Larger Booth	\$104.50 per day	\$	

If booth cleaning not needed for full run of show, please specify days required.

BOOTH EQUIPMENT			
QUAN.			
	Wastebasket	\$13.20 each	\$
	Easels	\$36.30 each	\$
	10' Section of Pipeframe	\$30.80/section	\$
	8' Drapery	\$14.30 foot	\$
CHOOSE COLOR: <input type="checkbox"/> white <input type="checkbox"/> blue <input type="checkbox"/> gray <input type="checkbox"/> red <input type="checkbox"/> black <input type="checkbox"/> maroon			
	3' Drapery	\$12.38 foot	\$
CHOOSE COLOR: <input type="checkbox"/> white <input type="checkbox"/> blue <input type="checkbox"/> gray <input type="checkbox"/> red			
	Table Riser 8' x 8" x 8"	\$50.60 each	\$
	Table Riser (skirted)	\$79.20 each	\$

ORDER ON THE INTERNET **FOR BEST PRICE:** www.alliantenergycenter.com

NOTICE: ALL ORDERS NOT RECEIVED & COMPLETED 10 DAYS PRIOR TO MOVE IN WILL BE CHARGED STANDARD FLOOR RATES.

STORAGE ONLY DURING AN EVENT - CALL FOR AVAILABILITY & QUOTE

FULL PAYMENT MUST ACCOMPANY ORDER - NO EXCHANGES OR REFUNDS

EVENT NAME:		Subtotal This Page	\$
Booth Name:	Booth #	+ 5.5% Sales Tax	\$
Address:		TOTAL	\$
THIS SPACE FOR OFFICE USE ONLY			
		AMOUNT	CHECK/CREDIT CARD NO.
Phone:	Check		
Print Name:	Credit Card		
Signature:	Cash		

ALLIANT ENERGY CENTER

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FREIGHT RECEIVING INFORMATION & ORDER AUTHORIZATION ALL SHIPMENTS TO THE FACILITY MUST BE PRE-APPROVED BY THE ALLIANT ENERGY CENTER

ADVANCE SHIPMENTS

The Alliant Energy Center will receive shipments prior to ingress of the show and will provide up to thirty (30) days storage, delivery to the booth, removal and storage of empty packing materials and handling of outbound shipments by common carrier at the rate of \$47.00 cwt. (hundred weight) Not responsible for shipments when incomplete or incorrect information is provided.

DIRECT SHIPMENTS

The Alliant Energy Center will receive shipments during ingress and show and will provide delivery to the booth, removal and storage of empty packing materials and handling of outbound shipments by common carrier at the rate of \$55.00 cwt.

PAYMENT POLICY

Freight fees are based on actual or estimated weight at the time shipment is received. The Alliant Energy Center must be prepaid for all freight fees, freight or carrier charges must be prepaid to carrier. Collect shipments and/or shipments having unpaid freight fees will not be accepted.

PAYMENT MUST BE RECEIVED PRIOR TO DELIVERY TO BOOTH

INBOUND FREIGHT: Ship inbound freight prepaid to the Alliant Energy Center.

SHIPPER NAME:		SHIPPED FROM:	
SHIPPED VIA:		TOTAL WEIGHT:	
DATE SHIPPED:	ESTIMATED ARRIVAL DATE:	TOTAL NUMBER OF SHIPMENTS:	TOTAL NUMBER OF PIECES:
NAME OF EVENT:			

PAYMENT: Include check or money order for freight fee at above rate per cwt. or if you wish to authorize Alliant Energy Center to charge the amount of your freight fee to your credit card account, please complete the information requested below.

CHARGE CARDS ACCEPTED ARE: <input type="checkbox"/> MasterCard <input type="checkbox"/> VISA <input type="checkbox"/> American Express	FREIGHT FEE:	SALES TAX 5.5%:	TOTAL:
ACCOUNT NO.: <input type="text"/>	EXPIRATION DATE: <input type="text"/>		
CARDHOLDER'S NAME: (Please print or type)	CARDHOLDER'S SIGNATURE:		
CARDHOLDER'S ADDRESS: (Street, City, State, Zip)			
COMPANY:	BOOTH NO.:		
ADDRESS (Street, City, State, Zip Code)	CHECK NO.:		
BY (Signature)	DATE:	TELEPHONE NO.:	
YOUR SIGNATURE AUTHORIZES ALLIANT ENERGY CENTER TO HANDLE YOUR FREIGHT SHIPMENT.			

THE ALLIANT ENERGY CENTER WILL NOT BE RESPONSIBLE FOR DAMAGES INCURRED DURING SHIPMENT.

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PAYMENT POLICY & AUTHORIZATION FORM

PAYMENT POLICY – Payment in full of all charges must accompany your advance orders. Payment may be made by check or credit card authorization. Orders without payment will not be honored. One copy of this form with your check or credit card information for payment must be forwarded to Alliant Energy Center. Retain one copy for your file. **PLEASE REMIT WITH ORDER.**

ALL CHARGES MUST BE PAID PRIOR TO SET-UP OF THE SHOW.

SERVICES & EQUIPMENT ORDERED

Material Service Order Charges \$ _____

Electrical Service Order Charges \$ _____

Telecommunication Charges \$ _____

Freight Charges \$ _____

Phone & Internet Charges \$ _____

TOTAL \$ _____

An additional \$50 processing fee may be applied for any non-negotiable payments received.

If you wish to authorize Alliant Energy Center to charge the amount of your advance orders and any additional expenses incurred at show site by you or your representative to your credit card account, please complete the information requested below.

Credit cards accepted are: MasterCard Visa Amer. Express **Expiration Date:** _____

Account No.:

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Security Code: _____

Will your representative be authorized to order additional equipment? Yes No

Note: Telephone rentals require credit card payment. Long distance calls must be charged to a credit card.

Cardholder's Name (please print or type): _____

Cardholder's Signature: _____

Cardholder's Address: _____

City & State: _____ Zip Code _____

Event Name: _____

Exhibitor: _____ Booth No.: _____

Address: _____

City & State: _____ Zip Code: _____

By (Signature): _____ Date _____

Telephone No.: _____