



## 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](http://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, WISCONSIN 53713 • PH: 608/267-8856 • FAX: 608/266-9027

**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 \$40.00 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 \$47.00 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:   |                         |                            |                         |
|  |                         |                            |                         |
| <b>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.</b> |                         |                            |                         |
| CHARGE CARDS ACCEPTED ARE:   |                         | FREIGHT FEE:               | SALES TAX 5.5%:         |
| <input type="checkbox"/> MasterCard <input type="checkbox"/> VISA <input type="checkbox"/> American Express  |                         |                            | TOTAL:                  |
| ACCOUNT NO.:   |                         | EXPIRATION DATE:           |                         |
| 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.**

## ADVANCE RATE – Effective January 1, 2011



### 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 and barns)*



### 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 | \$ 409.75 |          |       |
|      | PHONE LINES          | \$146.30  |          |       |
|      | TELEPHONE INSTRUMENT | FREE      |          | FREE  |
|      | SUBTOTAL             |           |          |       |
|      | 5.5% SALES TAX       |           |          |       |
|      | TOTAL                |           |          |       |

|                  |  |
|------------------|--|
| <b>Show Name</b> |  |
| <b>Booth #</b>   |  |
| <b>Firm Name</b> |  |
| <b>Address</b>   |  |
| <b>Phone</b>     |  |

**OBTAIN YOUR BEST PRICE BY ORDERING ON THE INTERNET AT**  
[www.alliantenergycenter.com](http://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**  
 1919 ALLIANT ENERGY CENTER WAY • MADISON, WI 53713 • PH: 608/267-3950 • FAX: 608/266-9027  
**ADVANCE SERVICES & MATERIAL ORDER FORM**  
 EFFECTIVE JANUARY 1, 2011

| TABLES CIRCLE OPTIONS AND TOTAL > ACROSS - SELECT COLORS BELOW |                             |                  |                 |                 |             |       |
|--|-----------------------------|------------------|-----------------|-----------------|-------------|-------|
| QUAN.  | SIZE                        | TABLE (30" high) | EXT. (42" high) | SKIRT (3 sides) | SATIN TOP   | TOTAL |
|  |                             |                  |                 |                 |             | \$    |
|  |                             |                  |                 |                 |             | \$    |
|  |                             |                  |                 |                 |             | \$    |
|  | 36" Round (indoors only)    | \$23.65 each     | NA              | Add \$ 50.60    | Add \$24.20 | \$    |
|  | 60" Round (indoors only)    | \$23.65 each     | NA              | Add \$105.05    | NA          | \$    |
|  | Coffee Table (indoors only) | \$23.65 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)   | \$21.45 / each      | \$ |
|                   | Plastic stack chair  | \$11.83 / each      | \$ |
|                   | Armchair (indoors only)  | \$50.60 / each      | \$ |
|                   | Tall Chair (indoors only)  | \$63.25 / each      | \$ |
| DISPLAY MATERIALS |  |                     |    |
| QUAN.             |  |                     |    |
|                   | 29" Satin Cloth  | \$ 8.25 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)  | \$ 11.55 roll       | \$ |
|                   | 1" Double Face (25 yards)  | \$ 16.23 roll       | \$ |
|                   | Plastic Table Cloth (white)  | \$ 13.48 each       | \$ |
|                   | 8'x10' Display Unit (gray or   | \$547.80 each       | \$ |
| FLORAL            |  |                     |    |
| QUAN.             | STYLE  | ADVANCE ONLY        |    |
|                   | Mum (in season colors)   | \$34.65 each        | \$ |
|                   | Peace lily   | \$34.65 each        | \$ |
|                   | Pothos   | \$34.65 each        | \$ |
|                   | Ivy  | \$34.65 each        | \$ |
|                   | 18 Stem Vased Seasonal Mix   | \$52.80 each        | \$ |
|                   | Ficus Tree 4'-5'   | \$61.05 each        | \$ |
|                   | Palm Plant 3'-4'   | \$61.05 each        | \$ |
| OTHER SERVICES    |  |                     |    |
|                   |  |                     |    |
|                   | Forklift w/op (min. ½ hr. charge)  | \$142.45 per hour   | \$ |
|                   | Highlift w/op, 30' max. (min. ½ hr. charge)  | \$142.45 per hour   | \$ |
|                   | Display Set Up/Tear Down   | \$ 78.93 /man/hour  | \$ |
|                   | Water Connection   | \$ 88.00 within 50' | \$ |
|                   | Air Connection   | \$ 88.00 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'                           | \$115.50        | Add \$115.50 | \$    |
|   | 10' x 20'                           | \$231.00        | Add \$231.00 | \$    |
|   | 10' x 30'                           | \$346.50        | Add \$346.50 | \$    |
|   | 10' x 40'                           | \$462.00        | Add \$462.00 | \$    |
|   | 10' x 50'                           | \$577.50        | Add \$577.50 | \$    |
|   | 10' x 60'                           | \$693.00        | Add \$693.00 | \$    |
|   | per square foot                     | \$ 1.38         | Add \$ 1.38  | \$    |
| BOOTH CLEANING  |                                     |                 |              |       |
| DAYS  | (VACUUMING, DUSTING, TRASH PICK-UP) |                 |              |       |
|   | 10' x 10'                           | \$17.60 per day | \$           |       |
|   | 10' x 20'                           | \$35.20 per day | \$           |       |
|   | 10' x 30'                           | \$52.80 per day | \$           |       |
|   | 10' x 40'                           | \$70.40 per day | \$           |       |
|   | Larger Booth                        | \$88.00 per day | \$           |       |

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

| BOOTH EQUIPMENT  |                          |                 |    |
|--|--------------------------|-----------------|----|
| QUAN.  |                          |                 |    |
|  | Wastebasket              | \$11.00 each    | \$ |
|  | Easels                   | \$31.35 each    | \$ |
|  | 10' Section of Pipeframe | \$26.40/section | \$ |
|  | 8' Drapery               | \$12.38 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               | \$10.73 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" | \$43.18 each    | \$ |
|  | Table Riser (skirted)    | \$67.38 each    | \$ |

**OBTAIN YOUR BEST PRICE BY ORDERING ON THE INTERNET: [www.alliantenergycenter.com](http://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:                           |             | + 5.5% Sales Tax   |                       | \$   |
| Address:                              |             | <b>TOTAL</b>       |                       | \$   |
| <b>THIS SPACE FOR OFFICE USE ONLY</b> |             |                    |                       |      |
|                                       |             | AMOUNT             | CHECK/CREDIT CARD NO. | DATE |
| Phone:                                | Check       |                    |                       |      |
| Print Name:                           | Credit Card |                    |                       |      |
| Signature:                            | Cash        |                    |                       |      |