



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

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

EQUIPMENT	QTY	ADVANCED PRICE	REG PRICE	TOTAL
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**ADVANCED PRICING IS VALID WITH FULL PAYMENT
RECEIVED PRIOR TO EVENT MOVE IN.**

Description	QTY	ADVANCED PRICE	REG PRICE	TOTAL
120 V-SINGLE PHASE 20 AMPS (1920 WATTS)		\$ 50	\$ 75	
208 Volt - 20 AMPS		\$ 80	\$ 105	
208 Volt - 30 AMPS		\$ 90	\$ 115	
208 Volt - 40 AMPS		\$ 100	\$ 125	
208 Volt - 50 AMPS		\$ 110	\$ 135	
208 Volt - 60 AMPS		\$ 140	\$ 165	
208 Volt - 70-90 AMPS		\$ 160	\$ 200	
208 Volt - 100 AMPS		\$ 190	\$ 240	
208 Volt - 150 AMPS		\$ 225	\$ 275	
208 Volt - 200 AMPS		\$ 300	\$ 350	
208 Volt - 400 AMPS		\$ 350	\$ 400	

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

PAYMENT INFORMATION	
Credit Card Type:	Credit Card Number:
Expiration Date:	Security Code (Last 3 on back of card or 4 digits on front of Amex.)
Name on card (Please Print)	
Signature	Date
Billing Address:	
City:	State: Zip:

Please make checks payable to:
Century Center

CANCELLATION POLICY

If cancellation occurs before installation and more than 6 days prior to the first scheduled move-in day: 90% REFUND.
If cancellation occurs before installation but 6 days or less prior to the first scheduled move-in day: 75% REFUND.
If cancellation occurs after installation or after the start of 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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WATER SERVICE ORDER FORM

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

EQUIPMENT	QTY	ADVANCED PRICE	REG PRICE	TOTAL
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**ADVANCED PRICING IS VALID WITH FULL PAYMENT RECEIVED
14 CALENDAR DAYS PRIOR TO EVENT MOVE IN.**

One Time Water Connection, Fill, & Drain 0-10 Gallons		\$105.00	\$140.00	
One Time Water Connection, Fill, & Drain 11-1,000 Gallons		\$150.00	\$185.00	
One Time Water Connection, Fill, & Drain 1,000 + Gallons		\$250.00	\$300.00	

PAYMENT INFORMATION

Credit Card Type:	Credit Card Number:	
Expiration Date:	Security Code (Last 3 on back of card or 4 digits on front of Amex.)	
Name on card (Please Print)		
Signature	Date	
Billing Address:		
City:	State:	Zip:

Please make checks payable to:
Century Center

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Total Sales
x 7% Sales Tax
GRAND TOTAL

\$
\$
\$



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LABOR ORDER *

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

Description	Quantity	Advanced Rate per Hour	Day of Show Rate per Hour	Number of Hours	TOTAL
Ticket Taker		\$15.00	\$20.00		
Ticket Seller		\$15.00	\$20.00		
Usher		\$15.00	\$20.00		
Badge Checkers		\$15.00	\$20.00		
Dock Control		\$25.00	\$30.00		
General Security		\$25.00	\$30.00		
EMT Team - 2 plus Truck		\$105.00	N/A		
Paramedic Team - 2 plus Truck		\$130.00	N/A		
Laborer		\$25.00	\$30.00		
Cleaning		\$17.00	\$22.00		
Media Services General Labor		\$30.00	\$40.00		
Media Services Show Technician		\$40.00	\$50.00		
Rigging Labor		\$75.00	\$85.00		
Camera with Operator		\$175.00	\$190.00		
Lift & Operator		\$75.00	\$85.00		
Forklift & Operator		\$75.00	\$85.00		
Forklift Delivery Fee-per pallet		\$20.00			

2 Hour Minimum Required | 6AM-6PM Straight Time | 6PM-12AM Time & a Half | 12AM-6AM Double Time

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

Please make checks payable to:
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Total Sales	\$
GRAND TOTAL	\$



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BOOTH CLEANING SERVICE ORDER FORM

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

	√	Cleaning Service*	ADVANCED PRICING		DAY OF PRICING		
1		Initial vacuum before first show / event day only	\$0.25	per sq ft	\$0.30	per sq ft	Single Service
2		Daily vacuum of booth for all show / event days (Includes #1 above)	\$0.20	per sq ft	\$0.25	per sq ft	Per Day
3		Daily vacuum and Porter Service Includes #1 & #2 above PLUS periodic carpet sweeping of booth and wastebasket pick-up	\$0.50	per sq ft	\$0.60	per sq ft	Per Day

* Rates do not apply to food shows

Note: Amount must be based on a minimum of 100 sq ft. per single booth

Please compute cost below:

$$\begin{array}{r}
 \text{Booth Size} \\
 \text{Length} \quad \times \quad \text{Width} \quad = \quad \text{Total Sq. Ft.} \\
 \text{(Min 100 Sq. Ft.)}
 \end{array}$$

$$\begin{array}{r}
 \text{Total Sq. Ft.} \quad \times \quad \text{Rate per Sq. Ft.} \quad \times \quad \text{\# of days} \quad = \quad \$ \text{ Total}
 \end{array}$$

PAYMENT INFORMATION			Please make checks payable to: Century Center
Credit Card Type:	Credit Card Number:		
Expiration Date:	Security Code (Last 3 digits on back of card or 4 digits on front of Amex.)		
Name on card (Please Print)			
Signature		Date	Total Sales \$ <input style="width: 50px;" type="text"/> GRAND TOTAL \$ <input style="width: 50px;" type="text"/>
Billing Address:			
City:	State:	Zip:	

CANCELLATION POLICY

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Equipment & Audio Visual

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

Description	Quantity	Advanced Rate per Item	Day of Show Rate per Item	Number of Days	TOTAL
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Questions? Call 574.235.9711

Microphones					
Wired Handheld or Lavalier		\$ 40.00	\$ 50.00		
Wireless Handheld or Lavalier		\$ 65.00	\$ 75.00		
Projectors					
1300-1800 Lumen Projector		\$ 200.00	\$ 250.00		
3000 Lumen Projector		\$ 300.00	\$ 350.00		
5000 Lumen Projector		\$ 400.00	\$ 450.00		
Video Equipment					
27" Television		\$ 75.00	\$ 100.00		
32" Television/Data Monitor		\$ 150.00	\$ 175.00		
42" Plasma Monitor		\$ 300.00	\$ 350.00		
DVD/VHS Player		\$ 40.00	\$ 50.00		
Screens					
70"x70" Tripod		\$ 30.00	\$ 40.00		
84"x84" Tripod		\$ 40.00	\$ 50.00		
96"x96" Tripod		\$ 50.00	\$ 60.00		
6'x8' Front or Rear		\$ 60.00	\$ 75.00	x 7% Sales Tax	
9'x12' Front or Rear		\$ 75.00	\$ 100.00		
Presentation Aides					
Easel		\$ 5.00	\$ 10.00		
Flipchart		\$ 25.00	\$ 30.00		
Laser Pointer		\$ 15.00	\$ 25.00		
Skirted A/V Cart		\$ 30.00	\$ 40.00		
Wireless Presenter-PowerPoint Remote		\$ 25.00	\$ 35.00		
Laptop Computer		\$ 100.00	\$ 125.00		
Miscellaneous					
Polycom Speakerphone		\$ 75.00	\$ 100.00		
Standard Phone Unit		\$ 10.00	\$ 25.00		
Phone Line		\$ 30.00	\$ 50.00		
*Additional fees apply from phone company					
CD Player - 1, 2, or 5		\$ 40.00	\$ 50.00		
Internet Access					
T1- Connection		\$ 250.00	\$ 350.00		



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Equipment & Audio Visual

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

Description	Quantity	Advanced Rate per Item	Day of Show Rate per Item	Number of Days	TOTAL
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Questions? Call 574.235.9711

Tables					
8' X 30" Formica Top		\$ 18.00	\$ 20.00		
6' X 30" Formica Top		\$ 18.00	\$ 20.00		
8' X 18" Formica Top		\$ 18.00	\$ 20.00		
30" Round Formica Top		\$ 18.00	\$ 20.00		
30" Tall Formica Top		\$ 18.00	\$ 20.00		
60" Round		\$ 18.00	\$ 20.00		
66" Round		\$ 18.00	\$ 20.00		
72" Round		\$ 18.00	\$ 20.00		
Chairs					
Black Padded Chair		\$ 7.00	\$ 8.00		
Green Padded Chair		\$ 4.00	\$ 5.00		
Blue Plastic Chair		\$ 2.00	\$ 3.00		
Bar Stool		\$ 4.00	\$ 5.00		
Other Items					
Waste Basket		\$ 30.00	\$ 40.00		
10'X10' Carpet		\$ 50.00	\$ 75.00		
Carpet Runner		\$ 10.00	\$ 15.00		

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City:	State: Zip:

Please make checks payable to:

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 If cancellation occurs before installation but 6 days or less prior to the first scheduled move-in day: **75% REFUND.**
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Total Sales	\$
x 7% Sales Tax	\$
x 20% Service Charge	\$
GRAND TOTAL	\$

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REVISED SEPT 2008



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SIGN 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 could result in a processing delay that could result in slow service installation.
3. Estimates given by CC are only estimates. Actual cost is determined at time of installation.
4. One hour minimum charge per man for date and time when banner/sign not ready for installation and/or clients do not show up.
5. Any changes in location after initial installation will reflect additional labor at posted labor rates.
6. Weight limit for signs and banners is 100 lbs. All banners/signs over 100 lbs. and/or any type of truss rigging are automatically considered rigging. Standard rigging rates apply. All rigging requests are automatically performed by a 2 man crew per OSHA safety regulations..
7. All hangings must be ready for installation at time of request. All materials required for hanging must be provided by client.
8. Electrical service to any signage is not available.
9. After installation-NO REFUND.

PRICING ESTIMATE

- \$ 75.00 per hour/per man for banner hanging installation or dismantle with lift.
- \$ 30.00 per hour/per man for banner hanging installation or dismantle without lift.
- Materials cost (pipe, rope, wire, etc.) are not included.

SHIPPING INSTRUCTIONS

Items may be received beginning 48 hours prior to installation. Please see material handling forms, or contact:

Century Center
ATTN: Media Services
120 S St Joseph St
South Bend, Indiana 46601

CANCELLATION POLICY

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- If cancellation occurs 6 days or less prior to hanging: 75% REFUND.**
- If cancellation occurs day of installation: NO REFUND.**



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**SIGN HANGING SERVICE
ORDER FORM**

Company Name: _____

Contact Name: _____

Mailing Address: _____

City: _____ **State:** _____ **Zip:** _____

Phone: _____ **Fax:** _____

E-mail: _____

Event: _____

Installation Date: _____ **Installation Time:** _____ **A.M./P.M.**

Removal Date: _____ **Removal Time:** _____ **A.M./P.M.**

Sign Location: _____

Type of sign Cloth Metal Wood Other _____

Shape Square Triangle Rectangle Other _____

Hanging Type Gromets PVC Other _____

Size Width _____ X Height _____

X10' Carpet 50 75
Weight Pounds _____

Special Notes: _____

PAYMENT INFORMATION		Please make checks payable to: Century Center
Credit Card Type:	Credit Card Number:	
Expiration Date:	Security Code (Last 3 digits on back of card or 4 digits on front of Amex.)	
Name on card (Please Print)		
Signature	Date	
Billing Address:		
City:	State:	Zip:

REVISED SEPT 2008

ESTIMATED TOTAL

\$
\$

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If cancellation occurs day of installation: NO REFUND.

