

IOWA EVENTS CENTER

Exhibitor Services Order Form

EVENT: _____ EVENT DATE: _____

COMPANY NAME: _____ BOOTH #: _____

ON SITE CONTACT NAME: _____ PHONE: (____) _____

ADDRESS: _____ CITY, STATE: _____ ZIP: _____

*****NO ORDERS WILL BE PROCESSED WITHOUT PAYMENT*****

If paying by VISA, Master Card, or American Express:

CARD HOLDER NAME: _____

ACCOUNT #: _____ **Card Code:** _____ EXPIRATION DATE: _____

CARD HOLDER SIGNATURE: _____

Make checks payable to: Iowa Events Center

Credit will not be given for services ordered and installed but not used. Building wall and post outlets are **not** part of booth space and are not to be used by the exhibitors unless otherwise specified. **Customer is responsible for loss or damage to personal property or Iowa Events Center equipment.**

NEMA CONFIGURATIONS: All equipment must be properly tagged and wired with complete information as to type of current, voltage, phase, cycle, horsepower, etc. and must comply with all federal, state and city safety codes. *Electrical power for lights and displays will be turned on one hour prior to show opening and off at the show closing time each day.*

Qty	Electrical & Water Service	Advance Order*	Standard	Amount Due
Advance Order prices available only on orders received with payment no less than 10 business days out from first set up day.				
	120 Volt- Duplex outlet (up to 1000 watts)	\$65	\$80	
	208 Volt-single phase 30 amp (price includes <u>standard</u> installation)	\$100	\$120	
	208 Volt-single phase 50 amp (price includes <u>standard</u> installation)	\$175	\$225	
	208 Volt-three phase 30 amp (price includes <u>standard</u> installation)	\$250	\$300	
	Extension Cord Rental <input type="checkbox"/> or Power Strip <input type="checkbox"/>	\$20 each		
	Electrician Hourly Rate	\$75 hr		
	Water Service-1/2 NPT Female Feed w/shutoff	\$100	\$115	
	Water Service-One Time Fill 0-10 gallons	\$75	\$100	
	Water Service-One Time Fill 11-100 gallons	\$100	\$115	
	Natural Gas	\$125	\$150	
	Phone Service	Each (Advance/Standard)		
	Single Line Telephone for voice service	\$150/\$165		
	Single Line: For your Fax or Modem	\$125/\$150		
	Media Services	Rate		
	First Internet Connection	\$200 Advanced \$275 Standard		
	Each additional Connection	\$75 Advanced \$100 Standard		
	Technical Support	\$40 ½ hr		
	16 Port Switch	\$100 Advanced \$125 Standard		
Note: Computers must have an Ethernet port.				
	Equipment Rental	Each		
	Antenna Feed	\$100 Advanced \$150 Standard		
Please contact us for additional equipment or services that may not be listed on this form!				
TOTAL DUE:				

RETURN THIS FORM AND PAYMENT TO:

IOWA EVENTS CENTER EXHIBITOR SERVICES 730 – 3rd Street , Des Moines, IA 50309

FAX: (515) 564-8140

EMAIL: exhibitorservices@iowaeventscenter.com WEB: www.iowaeventscenter.com

Contact (515) 564-8036 with questions or for additional information