



Exhibitor Services Order Form

**indicates required field*

Event* **Event Date*** / /
Company Name* **Booth #**
On-site Contact Name* **Phone:** ()
Address* **City,State*** **Zip***

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

Cardholder Name* **Account #***
3-Digit Security Code* **Expiration Date*** / /

Credit will not be given for services ordered and installed but not used. Building wall and post outlets are not part of the booth space and are not to be used by exhibitors unless specified otherwise. Customer is responsible for loss or damage to person 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 and Water Service	Advance Order	Standard	Amount Due
<i>Advance Order prices available only on orders received with payment no less than 10 business days out from first set up day</i>				
	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	\$20/ea.	\$20/ea.	
	Power Strip	\$20/ea.	\$20/ea.	
	Electrician (hourly rate)	\$75/hr.	\$75/hr.	
	Water Service - 1/2 NPT Female feed w/shutoff and drain	\$100	\$115	
	Water Service - One Time Fill and Drain 0-10 gallons	\$75	\$100	
	Water Service - One Time Fill and Drain 11-1000 gallons	\$100	\$115	
Qty	Phone Service	Advance Order	Standard	Amount Due
	Single Line: VOIP Line and Telephon for voice service	\$150	\$165	
	Single Line: Analog line for fax or modem	\$125	\$150	
<i>There will be a \$.50 charge per local call and actual cost plus 25% charge for long distance calls</i>				
<i>Payment will be processed at the end of the show. Credit Card payment required for phone service.</i>				
Qty	Internet Service High Speed Dedicated Acces	Advance Order	Standard	Amount Due
	First Computer	\$200	\$275	
	Each Additional Computer	\$75	\$75	
	Technical Support	\$30/.25 hr	\$30/.25 hr	
<i>Note: Computers must have an ethernet port</i>				
Qty	Internet Service High Speed Dedicated Acces	Advance Order	Standard	Amount Due
	25" Television/VCR w/cart	\$150/day	\$175/day	

Total Due:

Please contact us for additional equipment or services that may be needed that do not appear on this form!

To pay by check, print this form and send with payment to:
Iowa Events Center Exhibitor Services, 730 3rd Street, Des Moines, IA 50309

E-Mail: exhibitorservices@iowaeventscenter.com Website: www.iowaeventscenter.com
 Call (515) 564-8032 with questions or for additional information.