



BOOTH SERVICE ORDER KIT

Welcome Exhibitors!

This packet includes the STANDARD forms to order booth furnishings and services.

Standard Rates apply 10 days or less prior to move in, during move in and during show, OR when mailing or faxing your order.

Advance Rates are only available **online** 11 or more days prior to move in (20% less than Standard Rates).

Please use the check list below to ensure efficient order processing.

THREE WAYS TO ORDER:

- 1) Online:
Our website offers all the furnishings and services found on these forms plus additional information including color pictures of our many inventory items. Ordering online is easy, convenient, **and always at our lowest current pricing.** To obtain the lowest price available, place your order **online**. At top of www.alliantenergycenter.com, click on "Exhibitors," then click on "Order Booth Furnishings and Services."
- 2) U.S. Postal Service or Fax:
Complete and mail or fax (608-266-9027) the **Standard Order** forms.
- 3) Onsite:
All orders received 10 or fewer days prior to move in, during ingress or during the event are at **Standard Rates**.

CHECKLIST:

- Full payment included.** Full payment must accompany every order. Orders received without payment cannot be processed. We accept checks, Master Card, American Express, Discover and Visa.
- Contact information complete.** Orders without complete contact information (event name, contact name, company name, address, email, and phone number) cannot be processed.
- Credit card information complete.** Faxed orders must include credit card payment information. Faxed orders without credit card information will be disregarded. If you fax your order, DO NOT mail a duplicate order. Fax orders to 608-266-9027.
- Orders copied.** Keep a copy of all orders placed via mail or fax as your receipt. No other receipt will be forthcoming. Orders will not be confirmed by phone. If confirmation is required please use certified or registered mail. When ordering online, receipts will be emailed.
- Freight handling payment submitted.** We will receive all freight shipped to the Center. Freight that arrives without advanced payment for handling will be held in secured storage until payment is confirmed. When shipping to a show, it is essential that all shipments be addressed to **SHOW NAME, YOUR BOOTH NAME & NUMBER**, 1919 Alliant Energy Center Way, Madison, WI 53713. Failure to properly address freight may result in lost or undeliverable items.

The Alliant Energy Center is not responsible for incorrectly placed orders.

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.

ALLIANT ENERGY CENTER

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

STANDARD SERVICES & MATERIAL ORDER FORM
EFFECTIVE JANUARY 1, 2017

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"	\$45.00 each	\$58.80	Add \$104.40	Add \$32.40	\$
	6'x30"	\$36.60 each	\$50.40	Add \$78.60	Add \$32.40	\$
	4'x2' (indoors only)	\$31.20 each	\$45.00	Add \$65.40	Add \$32.40	\$
	36" Round (indoors only)	\$31.80 each	\$45.60	Add \$67.20	Add \$32.40	\$
	60" Round (indoors only)	\$31.80 each	NA	Add \$139.80	NA	\$
	Coffee Table (indoors only)	\$31.80 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)	\$28.80 each	\$
	Plastic stack chair	\$15.60 each	\$
	Armchair (indoors only)	\$67.20 each	\$
	Tall Chair (indoors only)	\$84.00 each	\$
DISPLAY MATERIALS			
	29" Satin Cloth	\$11.40 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)	\$15.60 roll	\$
	1" Double Face (25 yards)	\$21.60 roll	\$
	Plastic Table Cloth (white)	\$18.00 each	\$
	8'x10' Display Unit (gray or black)	\$727.20 each	\$
FLORAL			
QUAN.	STYLE	ADVANCE ONLY	
	Mum (in season colors)	\$45.60 each	\$
	Peace lily	\$45.60 each	\$
	Pothos	\$45.60 each	\$
	Ivy	\$45.60 each	\$
	18 Stem Vased Seasonal Mix	\$69.60 each	\$
	Ficus Tree 4'-5'	\$81.00 each	\$
	Palm Plant 3'-4'	\$81.00 each	\$
OTHER SERVICES			
	Forklift w/op (min. ½ hr. charge)	\$188.40 per hour	\$
	Highlift w/op, 30' max. (min. ½ hr. charge)	\$188.40 per hour	\$
	Display Set Up/Tear Down	\$104.40/man/hour	\$
	Water Connection	\$116.40 within 50'	\$
	Air Connection	\$116.40 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'	\$153.00	Add \$153.00	\$
	10' x 20'	\$306.00	Add \$306.00	\$
	10' x 30'	\$459.00	Add \$459.00	\$
	10' x 40'	\$612.00	Add \$612.00	\$
	10' x 50'	\$765.00	Add \$765.00	\$
	10' x 60'	\$918.00	Add \$918.00	\$
	per square foot	\$1.80	Add \$ 1.80	\$
BOOTH CLEANING				
DAYS	(VACUUMING, DUSTING, TRASH PICK-UP)			
	10' x 10'	\$24.00 per day	\$	
	10' x 20'	\$48.00 per day	\$	
	10' x 30'	\$72.00 per day	\$	
	10' x 40'	\$96.00 per day	\$	
	Larger Booth	\$120.00 per day	\$	

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

BOOTH EQUIPMENT			
QUAN.			
	Wastebasket	\$15.00 each	\$
	Easels	\$40.80 each	\$
	10' Section of Pipeframe	\$34.80/section	\$
	8' Drapery	\$16.20/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	\$14.40/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"	\$57.60 each	\$
	Table Riser (skirted)	\$90.00 each	\$

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

NOTICE: ALL ORDERS RECEIVED VIA FAX OR MAIL 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	\$
City, State, Zip			
Email:	THIS SPACE FOR OFFICE USE ONLY		
Phone:	Check	AMOUNT	CHECK/CREDIT CARD NO.
Print Name:	Credit Card		DATE
Signature:	Cash		

ALLIANT ENERGY CENTER

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STANDARD ELECTRICAL SERVICE ORDER

EFFECTIVE JANUARY 1, 2017

QUAN.	ELECTRICAL DEPARTMENT	3 days or less	4 days or More	TOTAL
STANDARD CONNECTIONS (110 Volt)				CIRCLE RATE ENTER BELOW
	1000 Watt Electrical Outlet – 10 Amps	\$140.40	\$154.80	
	2000 Watt Electrical Outlet – 20 Amps	\$180.60	\$207.60	
Power is delivered with single plug (All cords used must be 12-gauge, 3-wire, grounded type)				
SINGLE PHASE – SPECIAL CONNECTIONS		3 days or less	4 days or More	
	20 Amp. 208 V.	\$256.80	\$275.40	
	30 Amp. 208 V.	\$307.20	\$327.00	
	40 Amp. 208 V.	\$350.40	\$370.80	
	50 Amp. 208 V.	\$396.00	\$415.20	
	60 Amp. 208 V.	\$442.80	\$463.20	
	___ Amp. 208 V. (over 60 amps)	\$8.10	\$8.40	
3 PHASE – SPECIAL CONNECTIONS		3 days or less	4 days or More	
	20 Amp. 208 V.	\$323.40	\$342.60	
	30 Amp. 208 V.	\$379.80	\$399.60	
	40 Amp. 208 V.	\$439.80	\$460.80	
	50 Amp. 208 V.	\$494.40	\$517.20	
	60 Amp. 208 V.	\$558.00	\$584.40	
	___ Amp. 208 V. (over 60 amps)	\$9.00	\$9.30	
Anything totaling over 60 amp must be pre-approved for area. 24-HOUR LINE – ADD 25% OF LISTED RATE ABOVE				
ELECTRONICS		3 days or less	4 days or More	
	9' Extension Cord (purchase only)	\$27.60	\$27.60	
	3-Way Plug (purchase only)	\$6.00	\$6.00	
	32" LCD Monitor	\$255.00	\$255.00	
	Display tripod for 32" monitor	\$101.70	\$101.70	

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 RECEIVED VIA MAIL OR FAX WILL BE CHARGED STANDARD FLOOR RATES.

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**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	
BUSINESS NAME:		PHONE NO.	BOOTH NO.
EMAIL			
ADDRESS (Street, City, State, Zip Code)			
By (Signature)		PRINT NAME	DATE

CUSTOMER IS RESPONSIBLE FOR LOSS OF OR DAMAGE TO EQUIPMENT

STANDARD RATE – Effective January 1, 2017

High Speed Internet Connection

High speed internet connections are available to your booth. Connections are provided over CAT 5 wire and have dynamic addressing for ease of access. Each connection is limited to one device. Wired connections are configured up to 10Mbps up/down.

Wi-Fi Connection

Complimentary Wi-Fi is available in the buildings at 768kbps down/256kbps up. Daily 3Mbps up/down Wi-Fi is available in the buildings for \$6 for 24-hour access. Both levels of Wi-Fi are obtained onsite on your device.

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	\$252.00		
	PHONE LINES	\$194.40		
	TELEPHONE INSTRUMENT	FREE		FREE
	SUBTOTAL			
	5.5% SALES TAX			
	TOTAL			

Show Name	
Booth #	
Firm Name	
E-mail	
Address	
Phone	

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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, WISCONSIN 53713 • PH: 608/267-8856 • FAX: 608/266-9027

FREIGHT RECEIVING INFORMATION & PAYMENT AUTHORIZATION

The Alliant Energy Center will receive shipments for exhibitors. Exhibitors receiving less than 10 pounds total weight will not be charged freight handling fees. Our minimum freight charge for shipments from 11 to 50 pounds is \$24.50. For all other shipments, we charge \$49.00 plus tax per hundred weight (\$.49/pound) for freight handling (no shipping). We will not accept any COD or collect shipments; they will be refused.

FREIGHT HANDLING FEE includes: Receiving your shipment, storage until the start of your event, delivery to your booth, storage of packing materials during the event, return of packing materials to the booth after the event and outbound load out to carrier.

Address your shipment: EVENT NAME, BOOTH NAME AND NUMBER, 1919 Alliant Energy Center Way, Madison WI 53713. SEND YOUR ITEMS EARLY. If you have prepaid for freight handling, we will have your items in your booth when you arrive to set up.

ALL FREIGHT HANDLING FEES MUST BE PAID PRIOR TO DELIVERY TO THE BOOTH. If you have shipped items but have not prepaid, go to the service desk and make payment. Your freight will be delivered as time allows. Please prepay to avoid delays.

Fill in the TOTAL weight for all items/shipments to our facility. If you are unsure, please estimate. If there is a large difference after the shipment(s) is (are) received, we will notify you via email of any additional cost. The minimum freight handling fee is \$24.50 which will be reflected in your cart.

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 complete credit card information below.

ACCEPTED CREDIT CARDS <input type="checkbox"/> MasterCard <input type="checkbox"/> VISA <input type="checkbox"/> Discover <input type="checkbox"/> American Express		FREIGHT FEE:	SALES TAX 5.5%:	TOTAL:
ACCOUNT NO:		EXPIRATION DATE:	SECURITY CODE:	
CARDHOLDER'S NAME: (Please print or type)		CARDHOLDER'S SIGNATURE:		
CARDHOLDER'S ADDRESS: (Street, City, State, Zip)		YOUR SIGNATURE AUTHORIZES ALLIANT ENERGY CENTER TO CHARGE YOUR CREDIT CARD.		
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 IS NOT 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 \$ _____

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.: _____ Email: _____