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

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.: | | | | | | | | | | | | | | | | **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: _____