



## 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](http://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.