



2021 WORLD DAIRY EXPO BOOTH SERVICE ORDER KIT

Welcome Exhibitors!

Included in this packet are the forms to order booth services. Please use the check list below to ensure efficient order processing.

THREE WAYS TO ORDER:

- 1) Online:
Our eCommerce site offers all the 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**. Place your **online** at www.alliantenergycenter.com to obtain the lowest price available.
- 2) E-mail:
E-mail the attached **Standard Order** forms to: service@alliantenergycenter.com.
- 3) Onsite:
All Floor Orders (orders received 10 or fewer days prior to move in) are at **Standard Rates**. Advanced Order discounts do not apply 10 days or less prior to move in.

Advance Rates: 11 or more days prior to move in (~20% less than Standard Rates)
Standard Rates: 10 days or less prior to move in

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. Credit cards will not be charged until approximately two weeks before the show. Government agencies may pay by purchase order when prior arrangements are made.
- ☐ **Contact information complete.** Orders without complete contact information (contact name, company name, address, email, phone and booth information) cannot be processed.
- ☐ **Credit card information complete.** Mailed orders without checks must include credit card payment information. Orders without credit card information will be disregarded.
- ☐ **Orders copied.** Keep a copy of all orders placed 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.
- ☐ **Freight handling payment submitted.** Freight that arrives without advanced payment for handling will be held in the warehouse until payment is confirmed. When shipping to a show it is essential that all shipments be addressed to YOUR BOOTH NAME & NUMBER, SHOW NAME, AEC ADDRESS (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

STANDARD SERVICES & MATERIAL ORDER FORM

| 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" | \$49.20 each | \$63.60 | Add \$115.20 | Add \$36.00 | \$ |
| | 6'x30" | \$44.40 each | \$58.80 | Add \$ 94.80 | Add \$36.00 | \$ |
| | 4'x2' (indoors only) | \$34.80 each | \$49.20 | Add \$ 72.00 | Add \$36.00 | \$ |
| | 36" Round (indoors only) | \$34.80 each | \$49.20 | Add \$ 74.40 | Add \$36.00 | \$ |
| | 60" Round (indoors only) | \$34.80 each | NA | Add \$153.60 | NA | \$ |
| | Coffee Table (indoors only) | \$34.80 each | NA | NA | NA | \$ |
| CHECK SKIRTING COLOR CHOICES: <input type="checkbox"/> red <input type="checkbox"/> royal blue <input type="checkbox"/> black <input type="checkbox"/> dark green <input type="checkbox"/> gold <input type="checkbox"/> white <input type="checkbox"/> gray <input type="checkbox"/> maroon | | | | | | |

ORDERS THAT FAIL TO SPECIFY COLORS WILL RECEIVE SHOW BOOTH COLORS FOR CARPET & SKIRTING

| CHAIRS | | | |
|----------------|--|---------------------|----|
| QUAN. | STYLE | | |
| | Upholstered (indoors only) | \$31.20 each | \$ |
| | Plastic stack chair | \$16.80 each | \$ |
| | Armchair (indoors only) | \$73.20 each | \$ |
| | Tall Chair (indoors only) | \$92.40 each | \$ |
| QUAN. | DISPLAY MATERIALS | | |
| | 29" Satin Cloth | \$12.00 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) | \$16.80 roll | \$ |
| | 1" Double Face (25 yards) | \$24.00 roll | \$ |
| | Plastic Table Cloth (white) | \$20.40 each | \$ |
| | 8'x10' Display Unit (gray or black) | \$N/A | \$ |
| FLORAL | | | |
| QUAN. | STYLE | ADVANCE ONLY | |
| | Mum (in season colors) | \$N/A each | \$ |
| | Peace lily | \$N/A each | \$ |
| | Pothos | \$N/A each | \$ |
| | Ivy | \$N/A each | \$ |
| | 18 Stem Vased Seasonal Mix | \$N/A each | \$ |
| | Ficus Tree 4'-5' | \$N/A each | \$ |
| | Palm Plant 3'-4' | \$N/A each | \$ |
| OTHER SERVICES | | | |
| | Forklift w/op (min. ½ hr. charge) | \$207.60 per hour | \$ |
| | Highlift w/op, 30' max. (min. ½ hr. charge) | \$207.60 per hour | \$ |
| | Display Set Up/Tear Down ADVANCE ONLY | \$NA/man/hour | \$ |
| | Water Connection | \$128.40 within 50' | \$ |
| | Air Connection | \$128.40 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' | \$168.00 | Add \$168.00 | \$ |
| | 10' x 20' | \$336.00 | Add \$336.00 | \$ |
| | 10' x 30' | \$504.00 | Add \$504.00 | \$ |
| | 10' x 40' | \$672.00 | Add \$672.00 | \$ |
| | 10' x 50' | \$840.00 | Add \$840.00 | \$ |
| | 10' x 60' | \$842.00 | Add \$842.00 | \$ |
| | per square foot | \$2.40 | Add \$ 2.40 | \$ |
| BOOTH CLEANING | | | | |
| DAYS | (VACUUMING, DUSTING, TRASH PICK-UP) | | | |
| | 10' x 10' | \$24.60 per day | \$ | |
| | 10' x 20' | \$52.80 per day | \$ | |
| | 10' x 30' | \$79.20 per day | \$ | |
| | 10' x 40' | \$105.60 per day | \$ | |
| | Larger Booth | \$132.00 per day | \$ | |

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

| QUAN. | BOOTH EQUIPMENT | | |
|--|--------------------------|-----------------|----|
| | Wastebasket | \$16.80 each | \$ |
| | Easels | \$44.40 each | \$ |
| | 10' Section of Pipeframe | \$38.40/section | \$ |
| | 8' Pipe & Drape | \$18.00/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' Pipe & Drape | \$15.60/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" | \$63.60 each | \$ |
| | Table Riser (skirted) | \$99.60 each | \$ |

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

NOTICE: ALL ORDERS NOT RECEIVED & COMPLETED 10 DAYS PRIOR TO MOVE
IN WILL BE CHARGED STANDARD FLOOR RATES.

Be sure to complete a **Freight Receiving Form** if you are sending *any* freight to us.

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. | DATE |
| Print Name: | | Credit Card | | | |
| Signature: | | Cash | | | |

STANDARD ELECTRICAL SERVICE ORDER

EFFECTIVE JULY 1, 2021

| QUAN. | ELECTRICAL DEPARTMENT | 1 Day | 2-3 Days | 4 or More | TOTAL |
|---|---|--------------|-----------------|------------------|------------------------------------|
| STANDARD CONNECTIONS (110 Volt) | | | | | CIRCLE RATE ENTER BELOW |
| | 1000 Watt Electrical Outlet – 10 Amps | \$N/A | \$N/A | \$170.40 | |
| | 2000 Watt Electrical Outlet – 20 Amps | \$N/A | \$N/A | \$228.00 | |
| | Power is delivered with single plug (All cords used must be 12-gauge, 3-wire, grounded type) | | | | |
| SINGLE PHASE – SPECIAL CONNECTIONS | | 1 Day | 2-3 Days | 4 or More | |
| | 20 Amp. 208 V. | \$N/A | \$N/A | \$312.00 | |
| | 30 Amp. 208 V. | \$N/A | \$N/A | \$358.80 | |
| | 40 Amp. 208 V. | \$N/A | \$N/A | \$ 408.00 | |
| | 50 Amp. 208 V. | \$N/A | \$N/A | \$457.20 | |
| | 60 Amp. 208 V. | \$N/A | \$N/A | \$510.00 | |
| | ___ Amp. 208 V. (over 60 amps) | \$N/A | \$N/A | \$ 9.60 | |
| 3 PHASE – SPECIAL CONNECTIONS | | 1 Day | 2-3 Days | 4 or More | |
| | 20 Amp. 208 V. | \$N/A | \$N/A | \$376.80 | |
| | 30 Amp. 208 V. | \$N/A | \$N/A | \$439.20 | |
| | 40 Amp. 208 V. | \$N/A | \$N/A | \$506.40 | |
| | 50 Amp. 208 V. | \$N/A | \$N/A | \$568.80 | |
| | 60 Amp. 208 V. | \$N/A | \$N/A | \$643.20 | |
| | ___ Amp. 208 V. (over 60 amps) | \$N/A | \$N/A | \$ 10.80 | |
| Anything totaling over 60 amp must be pre-approved for area. 24-HOUR LINE – ADD 25% OF LISTED RATE ABOVE | | | | | |
| ELECTRONICS | | 1 Day | 2-3 Days | 4 or More | |
| | 9' Extension Cord (purchase only) | \$N/A | \$N/A | \$30.00 | |
| | 3-Way Plug (purchase only) | \$N/A | \$N/A | \$ 7.20 | |
| | 32" LCD Monitor | \$N/A | \$N/A | \$280.80 | |
| | Display tripod for 32" monitor | \$N/A | \$N/A | \$111.60 | |

| | | | |
|---|--------|-----------------------|------|
| 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 THE BEST PRICE www.alliantenergycenter.com NOTICE ALL ORDERS NOT RECEIVED & COMPLETED 10 DAYS PRIOR TO MOVE IN WILL BE CHARGED STANDARD FLOOR RATES. . . . 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 | | | |

ALLIANT ENERGY CENTER

1919 ALLIANT ENERGY CENTER WAY • MADISON, WISCONSIN 53713 • PH: 608/267-8856

FREIGHT RECEIVING INFORMATION & ORDER AUTHORIZATION**ALL SHIPMENTS TO THE FACILITY MUST BE PRE-APPROVED BY THE ALLIANT ENERGY CENTER**ADVANCE SHIPMENTS

The Alliant Energy Center will receive shipments prior to ingress of the show and will provide up to thirty (30) days storage, delivery to the booth, removal and storage of empty packing materials and handling of outbound shipments by common carrier at the rate of \$55.00 cwt. (hundred weight) Not responsible for shipments when incomplete or incorrect information is provided.

DIRECT SHIPMENTS

The Alliant Energy Center will receive shipments during ingress and show and will provide delivery to the booth, removal and storage of empty packing materials and handling of outbound shipments by common carrier at the rate of \$55.00 cwt.

PAYMENT POLICY

Freight fees are based on actual or estimated weight at the time shipment is received. The Alliant Energy Center must be prepaid for all freight fees, freight or carrier charges must be prepaid to carrier. Collect shipments and/or shipments having unpaid freight fees will not be accepted.

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 if you wish to authorize Alliant Energy Center to charge the amount of your freight fee to your credit card account, please complete the information requested below.

| | | | | |
|--|----------------------|-------------------------|-------------------------------------|--------|
| CHARGE CARDS ACCEPTED ARE: | | FREIGHT FEE: | SALES TAX 5.5%: | TOTAL: |
| <input type="checkbox"/> VISA/MC <input type="checkbox"/> DISCOVER <input type="checkbox"/> American Express | | | | |
| ACCOUNT NO.: | <input type="text"/> | EXPIRATION DATE: | <input type="text"/> | |
| CARDHOLDER'S NAME: (Please print or type) | | CARDHOLDER'S SIGNATURE: | SECURITY CODE: <input type="text"/> | |
| CARDHOLDER'S ADDRESS: (Street, City, State, Zip) | | | | |
| COMPANY: | | | BOOTH NO.: | |
| ADDRESS (Street, City, State, Zip Code) | | | CHECK NO.: | |
| EMAIL | | | TELEPHONE NO.: | |
| BY (Signature) | | | DATE: | |
| YOUR SIGNATURE AUTHORIZES ALLIANT ENERGY CENTER TO HANDLE YOUR FREIGHT SHIPMENT. | | | | |

THE ALLIANT ENERGY CENTER WILL NOT BE RESPONSIBLE FOR DAMAGES INCURRED DURING SHIPMENT.

INTERNET / TELEPHONE ORDER FORM

High-Speed Internet Connections

Internet services are provided by a redundant, 1 gig fiber optic pipeline to the Alliant Energy Center campus. Se-cure, accelerated internet services are also available, and ensure a private, un-shared connection in the following purchase options.

10 MBPS DEDICATED WIFI

Dedicated, secure, un-shared, reliable 10 mbps Wi-Fi connection for up to 10 devices.

| | Quantity | X | Price | = | Total |
|------------------------------------|----------|---|----------------|---|-------|
| Wi-Fi 10 mbps Up to 10 users Wi-Fi | _____ | | \$ 360.00 each | | _____ |
| 10 mbps Additional 10 users | _____ | | \$ 120.00 each | | _____ |

25 MBPS DEDICATED WIFI

Dedicated, secure, un-shared, reliable 25 mbps Wi-Fi connection for up to 10 devices.

| | Quantity | X | Price | = | Total |
|------------------------------------|----------|---|----------------|---|-------|
| Wi-Fi 25 mbps Up to 10 users Wi-Fi | _____ | | \$ 600.00 each | | _____ |
| 25 mbps Additional 10 users | _____ | | \$ 240.00 each | | _____ |

50 MBPS DEDICATED WIFI

Dedicated, secure, un-shared, reliable 50 mbps Wi-Fi connection for up to 10 devices.

| | Quantity | X | Price | = | Total |
|------------------------------------|----------|---|------------------|---|-------|
| Wi-Fi 50 mbps Up to 10 users Wi-Fi | _____ | | \$ 1,200.00 each | | _____ |
| 50 mbps Additional 10 users | _____ | | \$ 360.00 each | | _____ |

HARDLINE INTERNET DROPS

A dedicated and secure, 10-50 mbps download and upload speed hardline, delivered to your precise location.

| | Quantity | X | Price | = | Total |
|----------------------------------|----------|---|-----------------|---|-------|
| Internet Hardline Drop - 10 mbps | _____ | | \$ 720.00 each | | _____ |
| Internet Hardline Drop - 25 mbps | _____ | | \$1,200.00 each | | _____ |
| Internet Hardline Drop - 50 mbps | _____ | | \$2,400.00 each | | _____ |

TELEPHONE

| | Quantity | X | Price | = | Total |
|---------------------|----------|---|---------------|---|-------|
| VOIP Telephone Line | _____ | | \$200.40 each | | _____ |

Personal Wi-Fi broadcasting through use of Mobile Hotspots is PROHIBITED!
These devices will directly interfere with internal communications as well as Wi-Fi distribution systems throughout the campus.

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

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.

SERVICES & EQUIPMENT ORDERED

Material Service Order Charges \$_____

Electrical Service Order Charges \$_____

Freight Charges \$_____

Phone & Internet Charges \$_____

TOTAL \$ _____

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: ☐ VISA/MasterCard ☐ Discover ☐ Amer. Express **Expiration Date:**_____

[illegible]

Will your representative be authorized to order additional equipment? ☐ Yes ☐ No

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: _____