



Mid - America Center

One Arena Way
 Council Bluffs, IA 51501
 Phone (712) 323-0536 · Fax (712) 323-0551

**CONVENTION CENTER
 TECHNICAL SERVICES
 ORDER FORM**

EVENT NAME: CB HOME & LANDSCAPING SHOW

MOVE IN DATE: MARCH 5-7, 2010

**ALL ORDERS MUST BE PLACED NO LATER THAN 14 DAYS
 PRIOR TO SHOW. FULL PAYMENT MUST ACCOMPANY THIS
 FORM.**

CONDITIONS AND REGULATIONS ON FOLLOWING PAGE

COMPANY NAME (PLEASE PRINT OR TYPE)			BOOTH NO.
ADDRESS			PHONE
CITY	STATE	ZIP	P.O. NUMBER
PLEASE PRINT OR TYPE FULL NAME OF CONTACT PERSON			TITLE
			DATE

INFORMATION TECHNOLOGY	ADVANCE ORDER	DAY OF SHOW	QUANTITY	TOTAL
ANALOG PHONE LINE	\$100.00	\$125.00		
ANALOG PHONE LINE WITH HANDSET	\$150.00	\$175.00		
DIAL IN DIRECT LINE	\$175.00	\$200.00		
HARD LINE INTERNET CONNECTION	\$100.00	\$125.00		
DEDICATED T1 INCL. VLAN	\$650.00	N/A		
MECHANICAL	ADVANCE ORDER	DAY OF SHOW	QUANTITY	TOTAL
SINK CONNECTION/DRAIN	\$100.00	\$140.00		
FILL/DRAIN TANK/SPA, 500G MAX	\$125.00	\$150.00		
FILL/DRAIN TANK/SPA, 500-1000G MAX	\$150.00	\$175.00		
GRAND TOTAL:				

Payment (US Funds only): Check enclosed Money Order or Cashier's Check Cash

Credit Card: Visa Mastercard AMEX

Name on Card _____ Card Number _____

Expiration Date _____ Signature _____

The charges shown are to cover your electrical and technical requirements and your pro-rate share of the cost of bringing these services to your booth. They also include maintenance during the show, removal after the show, and current consumption during show hours. All connections will be provided to rear of booth. These charges do not cover wiring within the booth. For the sake of building codes and safety regulations, it will be necessary to run properly sized and protected electrical lines for each connection. It is not sufficient to order one outlet of a rating large enough to cover all requirements. Detailed information for all your electrical requirements is essential. This information must accompany this electrical form.

TERMS, CONDITIONS AND REGULATIONS

1. Prices for services and connections not listed will be quoted upon request.
2. Wall column and permanent building utility outlets are not part of booth space and are not to be used by exhibitors.
3. Booths may not share electrical service.
4. All equipment regardless of source of power must comply with all federal and local safety codes. Unauthorized use of power or other services will result in a penalty of double the Day of Show rate.
5. MAC Electricians must make all service connections and overload protection to the equipment only. Changes to orders are at the discretion of the Electrician.
6. Exhibitors are responsible for the replacement or repair of their own equipment. Replacement and repair labor provided by MAC Engineers will be charged at the prevailing rate.
7. All equipment must be properly tagged and wired with complete information as to type of current, voltage, phase, cycle, horsepower, etc.
8. All material and equipment furnished by the Mid-America Center remain the Mid-America Center's property and will be removed ONLY by the Mid-America Center.
9. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized, must be grounded.
10. Exhibitor must file disputes concerning electrical service with the Electrical Department prior to the close of show. Mid-America Center will resolve disputes in a timely manner.
11. There may be restrictions for 208V 3 phase electrical and water service. Please consult Event Services personnel regarding service locations.

PAYMENT TERMS

- a. Order forms must be received by the MAC a minimum of 14 days prior to move for Advance Order rates to apply.
- b. Payments must accompany all service orders. No service order will be processed without payment. Exhibitors with outstanding balances from prior shows must satisfy the payment requirement or services will not be provided.
- c. NO REFUNDS.

Return this form with payment to:

**Mid-America Center
Attn: Event Services
One Arena Way
Council Bluffs, IA 51501**