



Dear Exhibitor,

We are extremely pleased you will be visiting Century II in the near future. As an exhibitor, we want to make sure you are aware of our services and policies. Included you will find a *Utilities Order Form*, *Equipment Rental Schedule*, *Rules & General Information* page, and *Parking Map*. If you should need additional information, please go to our web site at www.century2.org or call us at (316) 264-9121.

Please note that pre-ordered utilities and equipment are at a significantly reduced rate than late orders (5 working days prior to the move-in date). Orders for electric, phones, Internet, use of forklift, sign/banner hanging should be included on the Utilities Order Form.

Century II does not receive shipping and freight for exhibitors. If items are received at the facility, the Century II Event Manager will contact the designated decorating company for drayage services, at the exhibitor's expense. Exhibitors cannot hold Century II responsible for any lost or misplaced shipments or freight.

In order to make events more successful, we strongly discourage exhibitors from parking in the main lot of Century II. The following are additional parking locations in the immediate vicinity of Century II:

- Waco & 1st Street – One block north of Century II (Lot north of the Drury Plaza Hotel Broadview). Free of charge.
- Water & 1st Street – One block north of Century II (Behind Garvey Building). Free of charge on weekends and after 5:00 p.m.
- Hyatt Regency Parking Garage – Fee assessed.
- Drury Plaza Hotel Broadview Parking Garage (Douglas & Waco) – Fee assessed.
- WaterWalk Parking Garage – One block south of Century II. Free of charge.
- Gander Mountain – Two blocks south of the Hyatt. Free of charge.

Thank you for your time, and we look forward to providing the highest quality of customer service to you. If you need additional assistance, please contact Carol at cmendoza@wichita.gov or call (316) 264-9121.

Sincerely,

Century II Management



REMIT TO:

**Century II Performing Arts & Convention Center
Exhibitor Services Department
225 West Douglas
Wichita, KS 67202
316-264-9121
Fax 316-858-7799**

PLEASE SEE REVERSE SIDE FOR PAYMENT INSTRUCTIONS.

Utilities Order Form

Event _____ Event Dates _____
 Exhibitor Company Name _____
 Address _____
 City _____ State _____ Zip _____
(MUST BE BILLING ADDRESS IF PAYING BY CREDIT CARD)
 Exhibitor Name _____
 Phone _____ Booth # _____
 Fax _____
 E-mail _____
 Authorized Signature _____
 By signing, exhibitor understands Century II may adjust price if calculations are not correct.

A check or credit card information for the total services requested must accompany this order form. **To receive the regular rate, the payment and order form must be received in our office five days prior to the published move-in date of the event.** Late Rate prices will be collected on orders placed after this date. All rates charged are for the run of the show, unless otherwise noted. Regulations and credit card information can be found on the reverse side of this form.

ELECTRICAL SERVICE				
ITEM	Regular Rate	Late Rate	Quantity	TOTAL
20 AMP 110 V. SINGLE OUTLET	\$36.00	\$72.00		
20 AMP 208 V. 1 OR 3 PHASE* <i>circle one</i>	\$50.50	\$101.00		
30 AMP 208 V. 1 OR 3 PHASE* <i>circle one</i>	\$53.50	\$107.00		
50 AMP 208 V. 1 OR 3 PHASE* <i>circle one</i>	\$72.50	\$145.00		
100 AMP 208 V. 1 OR 3 PHASE* <i>circle one</i>	\$120.00	\$240.00		
100 AMP 480 V. 3 PHASE*	\$120.00	\$240.00		
15' EXTENSION CORD	\$4.75	\$9.50		
25' EXTENSION CORD	\$5.75	\$11.50		
GROUNDED 6 PLUG-IN STRIP	\$9.50	\$19.00		
2-300 W. LIGHTS ON POLE (requires 110V order)	\$43.00	\$86.00		
* Not available in all locations; contact Exhibitor Services Department for availability				
SIGN HANGING				
(see reverse) \$59.00 sign, \$106.00 banner, \$296.00 oversize (\$28.00 late fee if not rec'd 5 prior to move-in)				
TELEPHONE SERVICES				
TOUCH TONE PHONE LINE	\$96.00	\$127.00		
TOUCH TONE PHONE	\$10.50	\$21.00		
INTERNET SERVICES				
CABLE MODEM: one day only	\$159.50	\$198.00		
CABLE MODEM: each additional day	\$27.50	\$27.50		
Free wireless internet is available in most locations within the Century II complex.				
SPECIAL SERVICES				
FORKLIFT (5,000 lb) with OPERATOR	\$80.00/hr	\$80.00/hr		
WATER FILL/DRAIN: 1-100 GALLONS	\$59.00	\$118.00		
101-500 GALLONS	\$80.00	\$160.00		
500 & UP	\$106.00	\$212.00		
NATURAL GAS CONNECTION (\$26.83/additional fitting) Plus plumber fees, inspection fees, and permit.	\$106.00	\$212.00		
COMPRESSED AIR (Expo Hall only; quote for mtg. rooms)	\$59.00	\$118.00		
NOTICE: FORM 11A				
Supercedes all previous forms				
			SUBTOTAL	
			+ KS TAX	x 7.3%
			= TOTAL	

ELECTRICAL

ALL CONNECTIONS TO BUILDING EQUIPMENT MUST BE DONE BY STAFF ELECTRICIANS ONLY!

- Wall, pole, and floor outlets are not part of the booth space. Separate outlets **MUST** be ordered for each booth to be connected. ALL material and equipment furnished remains property of CENTURY II PERFORMING ARTS & CONVENTION CENTER.
- Rates include any necessary city permits, inspections, tax, and/or normal wear.
- Rates include bringing circuits to the rear of the exhibit booth or one side of an island booth. A single plug-in is supplied per circuit ordered. Distribution of power in the booth, extension cords, and power strips are the responsibility of the exhibitor. Additional cords and power strips may be rented from the service counter. The exhibitor's own cords should be U.L. Approved and inspected for wear. Lightweight or ungrounded extension cords are not allowed.
- CENTURY II reserves the right to replace any cords that are not approved with appropriate cords at exhibitor's expense.
- CENTURY II is not responsible for voltage fluctuations or power failures on service lines.
- CENTURY II reserves the right to refuse to make any connections, which violate city or national electric codes.

SIGNS

- Exhibitors shall not attach signs, banners, pennants or any other devices to the walls, windows or ceilings of the facility without written permission.
- Exhibitors are responsible for removal of all approved signage after the event. If an exhibitor fails to remove the signage or leaves any attachment residue, the offender will be charged the full sign hanging charge. (The only approved tape for use on the walls and windows of CENTURY II is masking tape or painter's tape.)
- Signs or banners hung from ceilings or building exterior shall be hung by the Exhibitor Services Department. Rates are determined using the following criteria: Signs – under 4' x 10' in size weighing less than 70 lbs.; Banners – under 20' in length weighing less than 140 lbs.; Oversize – anything over 20' in length or weighing more than 140 lbs.
- All materials **MUST** be delivered to CENTURY II no later than 24 hours in advance of event.

COMMUNICATION SERVICES

- Touch-tone phone service is available anywhere within CENTURY II.
- Telephone instruments are available for an additional charge.
- The in-house telephone system provides a limited number of direct dial-in and outgoing credit card phone lines. This service is based on availability.
- Cable modems are the standard High Speed connection within CENTURY II.
- CENTURY II is responsible for High Speed equipment up to the client's equipment. CENTURY II is not responsible for configuring client equipment for use.
- Computer equipment for use with High Speed Cable connection must have Ethernet card and have AutoDetect capabilities enabled.
- Client may provide router for use of multiple computers from single modem. No more than 4 computers recommended per router. Client is responsible for all connections from router to computers.

ORDERING INFORMATION

- **ORDER IN ADVANCE!** Ordering in advance will ensure that you have the power you need, as well as save you a significant amount of money.
- The most common power request is for a 20 AMP 110 V single outlet. This is sometimes called "household power" or standard current. A normal room in a home can use this amount of power. 18 100watt light bulbs can run on a single 20 AMP circuit.
- Remember, heating elements and some appliances can draw as many as 11 AMPs each. Look for an electrical label or call if you are not sure about your equipment's requirements.

PAYMENT INFORMATION

THREE CONVENIENT WAYS TO PAY:

- **Cash**
- **Check**
- **Credit Card – MasterCard or Visa** (Century II does not accept American Express or Discover)

ADDITIONAL IMPORTANT INFORMATION:

- When paying by check, please note the Event Name.
- When paying by credit card, address on the order form **MUST** be the billing address for the card.
- Please fill in all blanks to ensure proper crediting of account.
- Orders without complete information or appropriate payment will not be processed.

Name on Card	

Account Number	

Expiration Date (Month/Year)	

Cardholder Signature	
_____	_____
Date	3 Digit Code



PERFORMING ARTS & CONVENTION CENTER

EQUIPMENT RENTAL SCHEDULE

Item	Description	Rate	Notes
Tables*	4ft, 6ft, 8ft, 66", 72", Cocktail	\$7.00	
	w/ Linen	\$10.00	
	w/ Linen and Skirting	\$15.00	
Chairs	Client Use*	\$0.25	
	Exhibitor Use	\$3.00	
Audio Visual Screen	7'	\$25.00	
	10'	\$35.00	
	12'	\$45.00	
Lectern	Table Top	\$7.00	
	Standing	\$12.00	
Portable Sound System	1 channel / multiple channels	\$100 / \$150	
Microphone		\$5.00	
Lavaliere		\$65.00	
25' Mic Cord		\$2.00	
Easels		\$7.00	
Dry Erase Boards		\$7.00	
Flip Charts		\$7.00	
Chalk Boards		\$7.00	
Rolling Partitions		\$5.00	
Folding Screens		\$5.00	
Mitchell Risers		\$5.00	
Wenger Stage	Leg heights of 28", 32", and 48"	\$25.00	Per Section
Bleachers		\$100.00	
Choral Risers		\$5.00	Per Section
Theater Rope and Stands		\$5.00	Per Section
Grand Piano	9' Steinway	\$200.00	\$100 each add'l day Repairs Charged to Client
Grand Piano	6' Baldwin	\$100.00	\$50 each add'l day Repairs Charged to Client
Upright Piano		\$50.00	\$25 each add'l day Repairs Charged to Client
Piano Tuning		\$75.00	Per Piano
Orchestra Shell	Portable Small	\$20.00	Per Section
Spotlights 1290XLT	2000W	\$75.00	Per Performance
	1200W	\$75.00	Per Performance
Re-keying of Door		\$100.00	Per Door
Re-set Fees**	Tables 5 –10; Chairs 20 – 80	\$50.00	
	Tables 11 – 25; Chairs 81 – 200	\$100.00	
	Tables 26+; Chairs 201+	\$150.00	
Other Re-set Fees	\$25/hr. minimum		
Utilities	See Utilities Order Form		

Rates are for the duration of the event, unless specified differently.

**There is no charge for tables or chairs when set for meetings and banquets (linens and skirting extra).*

***Leased space includes one set-up of tables and/or chairs.*



RULES & GENERAL INFORMATION FOR EXHIBITORS

FOOD AND BEVERAGE: No outside food or drink is permitted within the facility, except for items given as samples at exhibitor booths. Sample items and sizes must be pre-approved by the Century II Event Manager.

SMOKING: Century II is a smoke-free facility.

UTILITIES: Century II's Exhibitor Services Department provides services for electric, telephone, internet, forklift, and sign/banner hanging through the Utilities Order Form. Services must be ordered five days prior to the contracted move-in date for the regular rate.

SIGNS: Signs and posters must be approved and may only be posted at approved locations. All signs must be removed at the end of the event. Signs and banners hung from ceiling beams and on the exterior of the building must be hung by Century II personnel or by stagehands of the Local 190 I.A.T.S.E.

TAPE: Masking tape is the only approved tape for use on the walls or windows. Double-backed carpet tape is not allowed.

ANIMALS: Animals are not permitted in the building unless said animal is deemed an ADA service animal.

HELIUM: Helium is allowed throughout the facility. The bottles must be properly secured. Retrieval of helium balloons left loose in the facility will result in fees that will be assessed to the exhibitor or promoter (minimum charge of \$125).

LIQUID PROPANE GAS: LP gas containers for demonstration purposes must be 4.25 pounds or less. Spare bottles must be left outside the building. Self-contained torch assemblies must have 1 pound LP gas bottles. LP gas tanks on commercial and recreational vehicles must be empty.

EXHIBIT SHOWS:

- Exhibitors must move-in and move-out through freight doors only. Use of single-entry glass doors is prohibited.
- Display vehicles must have minimum gas, batteries disconnected, gas caps taped or locked, and ignition keys removed.
- The Convention/Exhibition Hall freight elevator must be operated by Century II personnel. Extra fees may be assessed for long-term usage.
- Century II does not receive shipping and freight for exhibitors. If items are received at the facility, the Century II Event Manager will contact the designated decorating company for drayage services, at the exhibitor's expense. Exhibitors cannot hold Century II responsible for any lost or misplaced shipments or freight.
- Items left after the schedule move-out period will be assessed with a handling charge.

Century II Parking



P Free Parking

P* Free Parking after 5PM and on weekends

P\$ Metered Parking or Fee Involved

