



PERFORMING ARTS & CONVENTION CENTER

REMIT TO:

**Century II Performing Arts &  
Convention Center  
Exhibitor Services Department  
225 West Douglas  
Wichita, KS 67202  
316-264-9121  
Fax 316-858-7740**

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		
GROUNDING 6 PLUG-IN STRIP	\$9.50	\$19.00		
2-300 W. LIGHTS ON POLE (requires 110V order)	\$43.00	\$86.00		
<b>* Not available in all locations; contact Exhibitor Services Department for availability</b>				
SIGN HANGING				
(see reverse) <b>\$59.00</b> sign, <b>\$106.00</b> banner, <b>\$296.00</b> oversize ( <i>\$28.00 late fee if not rec'd 5 prior to move-in</i> )				
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		
<b>Free wireless internet is available in most locations within the Century II complex.</b>				
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		
<b>NOTICE:</b>				
<b>FORM 11A</b>				
Supercedes all previous forms				
			<b>SUBTOTAL</b>	
			<b>+ KS TAX</b>	<b>x 7.3%</b>
			<b>= TOTAL</b>	

## 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