



PERFORMING ARTS & CONVENTION CENTER  
REMIT TO:

**Century II Performing Arts & Convention Center**  
**Exhibitor Services Department**  
**225 West Douglas Avenue**  
**Wichita, KS 67202**  
 316-303-8602 (Phone)  
[stephanie.slater@asmwichita.com](mailto:stephanie.slater@asmwichita.com)  
 (Email)

# Utilities Order Form

Event: \_\_\_\_\_ Dates: \_\_\_\_\_

Exhibitor Company Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

(MUST BE BILLING ADDRESS IF PAYING BY CREDIT CARD)

Exhibitor Name \_\_\_\_\_

Phone \_\_\_\_\_ Booth #

E-mail \_\_\_\_\_

Authorized Signature \_\_\_\_\_

(By signing, exhibitor understands Century II may adjust price if calculations aren't correct)

A check or credit card information for the total services requested must accompany this order form. **To receive the Advanced Rate, the payment and order form must be received 5 business days prior to the event move in day.** Regular Rate prices will be collected on orders placed after this date. All rates charged are for the run of the event, unless otherwise noted. Regulations, additional information and payment instructions can be found on the reverse side of this form.

## ELECTRICAL SERVICE

ITEM	Advance Rate	Regular Rate	Quantity	TOTAL
20 AMP 110 V. SINGLE OUTLET	\$50.00	\$100.00		
20 AMP 208 V. 1 OR 3 PHASE* <i>circle one</i>	\$65.00	\$130.00		
30 AMP 208 V. 1 OR 3 PHASE* <i>circle one</i>	\$70.00	\$140.00		
50 AMP 208 V. 1 OR 3 PHASE* <i>circle one</i>	\$90.00	\$180.00		
100 AMP 208 V. 1 OR 3 PHASE* <i>circle one</i>	\$150.00	\$300.00		
100 AMP 480 V. 3 PHASE*	\$150.00	\$300.00		
15' EXTENSION CORD (requires 110V order)	\$10.00	\$20.00		
25' EXTENSION CORD (requires 110V order)	\$10.00	\$20.00		
GROUNDING 6 PLUG-IN STRIP (requires 110V order)	\$15.00	\$25.00		
2-300 W. LIGHTS ON POLE (requires 110V order)	\$60.00	\$120.00		

## SIGN HANGING

SIGN – \$70.00; BANNER – \$120.00; OVERSIZE – \$350.00 *circle one* (See reverse for size descriptions)

## COMMUNICATIONS

TOUCH TONE PHONE LINE	\$120.00	\$240.00		
INTERNET – WIRED DEVICE; one day only	\$200.00	\$400.00		
INTERNET – WIRED DEVICE; each additional day	\$50.00	\$50.00		
INDIVIDUAL WIRELESS INTERNET SERVICE	Can be purchased day of by selecting "Century II Wireless" network.			

## SPECIAL SERVICES

FORKLIFT (5,000 lb) with OPERATOR per hour	\$100.00	\$100.00		
WATER FILL/DRAIN: 1-250 GALLONS	\$70.00	\$140.00		
250 GALLONS & UP	\$100.00	\$200.00		
NATURAL GAS CONNECTION* (\$26.83/additional fitting) Plus plumber fees, inspection fees, and permit.	\$125.00	\$250.00		
COMPRESSED AIR*	\$75.00	\$150.00		

**\* THERE ARE NO REFUNDS ONCE INSTALLATION IS COMPLETE\***

### NOTICE:

Supersedes all previous forms

<b>SUBTOTAL</b>		
<b>+ KANSAS TAX</b>	<b>x 7.5%</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 maybe 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 & DECOR

- 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.
- Pricing for signs or banners with multiple sides (e.g. 3-sided, 4-sided) will be calculated by multiplying the cost for a single banner and the number of sides to be hung.
- ALL items hung from ceilings or walls of Century II must be coordinated via Exhibitor's Services

## 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.
- Wireless service is the primary method within CENTURY II.
- Basic, Enhanced, Premium and Ultimate Wireless Services can be purchased on day of show. Choose **Century 2 Wireless** network.
- CENTURY II is not responsible for configuring client equipment for use.
- Computer equipment for use with High Speed connection must have Ethernet card and have AutoDetect capabilities enabled.

## FORKLIFT SERVICES

- \$100.00 fee is for the first hour only. Each additional hour is \$25.
- After four total work hours, a one hour break must be taken.
- A break longer than one hour will start the \$100.00 rate again.

## 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.
- 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** – Made payable to ASM Global
- **Credit Card** – AMEX, DISC, MasterCard, Visa

### ADDITIONAL IMPORTANT INFORMATION:

- Select services are not available in all locations; contact Exhibitor Services Department for availability
- 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

