
IOWA EVENTS CENTER
Exhibitor Services Order Form
PLEASE TYPE OR PRINT LEGIBLY

EVENT: _____ EVENT DATE: _____
COMPANY NAME: _____ Booth # _____
ON SITE CONTACT NAME: _____ PHONE: (_____) _____
ADDRESS: _____ CITY, STATE: _____ ZIP: _____

*****NO ORDERS WILL BE PROCESSED WITHOUT PAYMENT*****
If paying by VISA, Master Card, American Express, or Discover

CARD HOLDER NAME: _____
ACCOUNT #: _____ EXPIRATION DATE: _____
CARD HOLDER SIGNATURE: _____

Make checks payable to: Iowa Events Center: Ck # _____

CREDIT WILL NOT BE GIVEN FOR SERVICES ORDERED AND INSTALLED BUT NOT USED.

Customer is responsible for loss or damage to personal property or Iowa Events Center equipment.

Building Rules and Regulations

- Advance requests will receive priority service. Onsite requests will be processed in the order received
- Under **NO** circumstances shall anyone other than “house electrician/engineer” make electrical connections
- Rates quoted for connections cover only the bringing of services to the booth in the most convenient manner as determined by the IEC. Special placement or relocation of service to the booth (may) result in a labor charge
- Building and post outlets are **NOT** part of the booth space, and are not to be used by exhibitors

- Gardening and Landscaping Exhibits:
 - Plastic must be used on the exhibit floor under dirt, mulch, ponds, etc...
 - Any damage incurred due to water leakage will be the responsibility of the exhibitor
 - Considerable care must be taken when using trucks, skid loaders, fork lifts, etc. to unload dirt, rock, mulch or other landscaping materials. Any damage will be the responsibility of the exhibitor*****
- Move in and Move out :
 - All exhibitors must check in with the move in Supervisor at the dock
 - No vehicle parking is allowed at the dock
 - Vehicles must be unloaded in a timely manner and moved to the assigned exhibitor parking lot to help insure a smooth move in for all exhibitors
 - Standing on chairs or tables to hang display materials is **strictly prohibited!**

Thank You!

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Qty	Electrical Service	Advanced	Standard	Amount Due
	120 Volt- Duplex outlet (up to 1000 watts)	\$70	\$95	
	208 Volt-single phase 30 amp (price includes <u>standard</u> installation)	\$125	\$150	
	208 Volt-single phase 50 amp (price includes <u>standard</u> installation)	\$175	\$250	
	208 Volt-three phase 30 amp (price includes <u>standard</u> installation)	\$250	\$300	
	Extension Cord Rental <input type="checkbox"/> or Power Strip <input type="checkbox"/>	\$25 each		
	Electrician Hourly Rate	\$80/hour		
	Water Service			
	Water Service ½ NPT Female Feed w/shutoff	\$100	\$125	
	Water Service One Time Fill 0-10 gallons	\$75	\$100	
	Water Service One Time Fill 11-100 gallons	\$100	\$125	
	Natural Gas (price per connection)	\$125	\$175	
	Phone Service			
	Single Line Telephone for voice service (Handset included)	\$150	\$200	
	Single Line: For your Fax or Credit Card Machine	\$150	\$200	
	ISDN Line	\$250		
	Media Services	Rate		
	Wired Internet Connection	\$200	\$275	
	Each additional Wired Connection	\$80	\$100	
	Wireless Connection	\$100	\$175	
	Each additional Wireless Connection	\$80	\$100	
	Technical Support	\$80 / hour		
Note: Computers must have an Ethernet port.				
Please contact us for additional equipment or services that may not be listed on this form!				
				<u>TOTAL DUE:</u>

Return these forms and payment to:
Iowa Events Center Exhibitor Services
Attention Kathy Haley
730 3rd Street
Des Moines, Iowa 50309
Fax : 515-564-8140

Email: exhibitorservices@iowaeventscenter.com
Web: www.iowaeventscenter.com

Contact (515) 564-8036 for any additional questions or needs.

Signature: _____