

IOWA EVENTS CENTER Exhibitor Services Order Form

EVENT: 2015 STATE TOURNAMENTS/ WRESTLING / BBB / GBB DATE _____

STATION NAME: _____

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: _____

Email Address for Receipt _____

Make checks payable to: Iowa Events Center Check # _____

Credit will not be given for services ordered and installed but not used. Building wall and post outlets are **not** part of booth space and are not to be used by the exhibitors unless otherwise specified. **Customer is responsible for loss or damage to personal property or Iowa Events Center equipment.**

NEMA CONFIGURATIONS: All equipment must be properly tagged and wired with complete information as to type of current, voltage, phase, cycle, horsepower, etc. and must comply with all federal, state and city safety codes. *Electrical power for lights and displays will be turned on one hour prior to show opening and off at the show closing time each day.*

Qty	Electrical & Water Service	Advanced	Standard	Amount Due
	120 Volt- Duplex outlet (up to 1000 watts)	\$75	\$100	
	Extension Cord Rental <input type="checkbox"/> or Power Strip <input type="checkbox"/>	\$25 each		
	Electrician Hourly Rate	\$85 hr		
Phone Service				
	Single Line BASKETBALL	\$175 for both girls & boys		
	Single Line: WRESTLING	\$175		
Media Services				
Rate				
	First Internet Connection	\$200 Advanced	\$275 Standard	
	Each additional Connection	\$100 Advanced	\$125 Standard	
	Technical Support	\$80/hour		
	16 Port Switch	\$100 Advanced	\$125 Standard	
Note: Computers must have an Ethernet port.				
Equipment Rental				
Each				
	Antenna Feed	\$100 Advanced	\$150 Standard	
TOTAL DUE:				

RETURN FORM & PAYMENT TO:
IOWA EVENTS CENTER
Attention: Julie Swanson
730 3rd Street
Des Moines, IA 50309

EMAIL: jswanson@iowaeventscenter.com WEB: www.iowaeventscenter.com
Contact Julie Swanson at (515) 564-8036 with questions or for additional information