

STANDARD RATE – Effective January 1, **2020**

High Speed Internet Connection

High speed internet connections are available to your booth. Connections are provided over CAT 5 wire and have dynamic addressing for ease of access. Each connection is limited to one device. Wired connections are configured up to 10Mbps up/down.

Wi-Fi Connection

Complimentary Wi-Fi is available in the buildings at 768kbps down/256kbps up. Daily 3Mbps up/down Wi-Fi is available in the buildings for \$6 for 24-hour access. Both levels of Wi-Fi are obtained onsite on your device.

Telephones & Phone Lines

Phone service to your booth is available through the AEC building system. All lines are direct dial and limited to local, 800 numbers, and credit card calls only. Most lines require dialing 9 to access a direct outside line. Lines with direct dial long distance capability are available by special arrangement and require a credit card on file for billing of post show toll charges. (*Available indoors only.*)

QUAN	CONNECTION	PRICE	SUBTOTAL	TOTAL
	INTERNET CONNECTIONS	\$252.00		
	PHONE LINES	\$194.40		
	TELEPHONE INSTRUMENT	FREE		FREE
	SUBTOTAL			
	5.5% SALES TAX			
	TOTAL			

Show Name	
Booth #	
Firm Name	
E-mail	
Address	
Phone	

ORDER ON THE INTERNET FOR BEST PRICE

www.alliantenergycenter.com

NOTICE

All orders not received and completed 10 days prior to move in will be charged standard floor rates.

ALLIANT ENERGY CENTER

1919 ALLIANT ENERGY CENTER WAY • MADISON, WISCONSIN 53713 • PH: 608/267-3950 • FAX: 608/266-9027

PAYMENT POLICY & AUTHORIZATION FORM

PAYMENT POLICY – Payment in full of all charges must accompany your advance orders. Payment may be made by check or credit card authorization. Orders without payment will not be honored. One copy of this form with your check or credit card information for payment must be forwarded to Alliant Energy Center. Retain one copy for your file. PLEASE REMIT WITH ORDER.

ALL CHARGES MUST BE PAID PRIOR TO SET-UP OF THE SHOW.

SERVICES & EQUIPMENT ORDERED

Material Service Order Charges \$ _____

Electrical Service Order Charges \$ _____

Freight Charges \$ _____

Phone & Internet Charges \$ _____

TOTAL \$ _____

An additional \$50 processing fee may be applied for any non-negotiable payments received.

If you wish to authorize Alliant Energy Center to charge the amount of your advance orders and any additional expenses incurred at show site by you or your representative to your credit card account, please complete the information requested below.

Credit cards accepted are: MasterCard Visa Amer. Express **Expiration Date:** _____

Account No.:

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Security Code: _____

Will your representative be authorized to order additional equipment? Yes No

Note: Telephone rentals require credit card payment. Long distance calls must be charged to a credit card.

Cardholder's Name (please print or type): _____

Cardholder's Signature: _____

Cardholder's Address: _____

City & State: _____ Zip Code _____

Event Name: _____

Exhibitor: _____ Booth No.: _____

Address: _____

City & State: _____ Zip Code: _____

By (Signature): _____ Date _____

Telephone No.: _____ Email: _____



BOOTH SERVICE ORDER KIT

Welcome Exhibitors!

This packet includes the STANDARD forms to order booth furnishings and services.

Standard Rates apply 10 days or less prior to move in, during move in and during show, OR when mailing or faxing your order.

Advance Rates are only available **online** 11 or more days prior to move in (20% less than Standard Rates).

Please use the check list below to ensure efficient order processing.

THREE WAYS TO ORDER:

- 1) Online:
Our website offers all the furnishings and services found on these forms plus additional information including color pictures of our many inventory items. Ordering online is easy, convenient, **and always at our lowest current pricing.** To obtain the lowest price available, place your order **online**. At top of www.alliantenergycenter.com, click on "Exhibitors," then click on "Order Booth Furnishings and Services."
- 2) U.S. Postal Service or Fax:
Complete and mail or fax (608-266-9027) the **Standard Order** forms.
- 3) Onsite:
All orders received 10 or fewer days prior to move in, during ingress or during the event are at **Standard Rates**.

CHECKLIST:

- Full payment included.** Full payment must accompany every order. Orders received without payment cannot be processed. We accept checks, Master Card, American Express, Discover and Visa.
- Contact information complete.** Orders without complete contact information (event name, contact name, company name, address, email, and phone number) cannot be processed.
- Credit card information complete.** Faxed orders must include credit card payment information. Faxed orders without credit card information will be disregarded. If you fax your order, DO NOT mail a duplicate order. Fax orders to 608-266-9027.
- Orders copied.** Keep a copy of all orders placed via mail or fax as your receipt. No other receipt will be forthcoming. Orders will not be confirmed by phone. If confirmation is required please use certified or registered mail. When ordering online, receipts will be emailed.
- Freight handling payment submitted.** We will receive all freight shipped to the Center. Freight that arrives without advanced payment for handling will be held in secured storage until payment is confirmed. When shipping to a show, it is essential that all shipments be addressed to **SHOW NAME, YOUR BOOTH NAME & NUMBER**, 1919 Alliant Energy Center Way, Madison, WI 53713. Failure to properly address freight may result in lost or undeliverable items.

The Alliant Energy Center is not responsible for incorrectly placed orders.

We appreciate your efforts, diligence, and timeliness to enable us to serve you better. If you are not the person responsible for placing the booth order, please forward this as soon as possible.

Looking Forward to Your Visit!