


ADVANCED PRICING IS VALID WITH FULL PAYMENT RECEIVED
14 CALENDAR DAYS PRIOR TO EVENT MOVE IN.

EXHIBITOR SERVICES ORDER FORM

EQUIPMENT	QTY	14 DAY ADV PRICE	REG PRICE	# of Days	TOTAL
ELECTRIC					
SINGLE PHASE: 110V/ 20 AMP		\$45.00	\$75.00		Y or N
SINGLE PHASE: 220V/ 208V/ 30 AMP		\$135.00	\$225.00		Y or N
SINGLE PHASE : 220V/ 208V/ 50 AMP		\$270.00	\$450.00		Y or N
THREE PHASE : 220V/ 30 AMP		\$175.00	\$275.00		Y or N
THREE PHASE : 220V/ 50 AMP		\$350.00	\$550.00		Y or N
24 HOUR POWER = TOTAL PRICE OF OUTLETS _____ X 1.5					Y or N

NEMA PLUG # IF AVAILABLE: # _____ DRAW YOUR NEMA PLUG:  EXAMPLE

Electrical Subtotal \$ _____

Power will be turned on (1) hour prior to each day's event opening, and turned off (30) minutes after closing. Please order 24 hour power if you will be in need of additional service.

Equipment requiring a 30 AMP connection or more & all equipment needing to be hard-wired will need an electrician. Please see the electrician rates listed under labor.

TELECOM					
WIRELESS INTERNET (BASIC)			FREE		
WIRED INTERNET (PER DAY)		\$99.00	\$125.00		
DIGITAL PHONE PACKAGE		\$175.00	\$225.00	1x fee	
ANALOG DIRECT PHONE LINE		\$125.00	\$160.00	1x fee	
Telecom Subtotal					\$ _____

EQUIPMENT

Monitors/VCR/Other

DVD PLAYER			\$50.00		
55" TV ON STAND			\$250.00		

LCD Projector

3100 LUMEN			\$250.00		
7000 LUMEN			\$690.00		

Screens

8' x 8' SCREEN			\$40.00		
6' x 8' SCREEN			\$75.00		
10' x 10' SCREEN		\$100.00	\$125.00		
9' x 12' SCREEN		\$115.00	\$150.00		

Additional Equipment

POWER STRIP		\$15.00	\$25.00		
EXTENSION CORDS		\$10.00	\$20.00		
EXTRA 8' SKIRTED & COVERED TABLE			\$25.00		
EXTRA FOLDING CHAIR		\$2.00	\$5.00		
Equipment Subtotal					\$ _____

Water					
ONE TIME FILL (Tank, Pool, Tub)		\$100.00	\$150.00		
CONTINUOUS CONNECTION		\$125.00	\$175.00		
Water Subtotal					\$ _____

Subtotal for Electric, Telecom, & Equipment \$ _____

6% Sales Tax \$ _____

New Subtotal \$ _____

EQUIPMENT	QTY	14 DAY ADV PRICE	REG PRICE	# of Days	TOTAL
LABOR					
ELECTRICIAN - 4 hour minimum fee (24 hour rate + 50%)			\$75.00/hr		
AV VIDEO IT TECHNICIAN (1/2 hour increments)			\$80.00/hr		
Evenings are +50% & weekends are +100%					
Labor Subtotal					\$ _____
New Subtotal + Labor Subtotal					\$ _____
GRAND TOTAL					\$ _____

EXHIBITOR INFORMATION

Event: _____

Company Name: _____

Mailing Address: _____

City: _____ **State:** _____ **Zip:** _____

Phone: _____ **Fax:** _____

E-mail: _____

Event Dates: _____

Exhibit Location/Booth: _____

Ordered By: _____

On-Site Contact: _____

PAYMENT INFORMATION

MAKE CHECKS PAYABLE AND RETURN TO:

Owensboro Convention Center, 501 W 2nd Street, Owensboro, KY 42301

Credit Card Type: _____

Credit Card Number: _____

Expiration Date: _____ **Security Code (Last 3 digits on the back of card or 4 digits on front of Amex.):** _____

Name on card (Please Print): _____

Signature: _____ **Date:** _____

CC Billing Address: _____

City: _____ **State:** _____ **Zip:** _____

CANCELLATION POLICY

If cancellation occurs before installation and more than 6 days prior to the first scheduled move-in day: 90% REFUND. If cancellation occurs before installation but 6 days or less prior to the first scheduled move-in day: 75% REFUND. If cancellation occurs after installation or after the start of the first scheduled move-in day: NO REFUND.

All terms, conditions, and rates on this form are subject to change at any time without notice.

FOR A LIST OF ALL AVAILABLE EQUIPMENT PLEASE CONTACT YOUR EVENT MANAGER.