

Name of Event: _____ Booth / Meeting Room #: _____
 Firm Name: _____ Phone () _____ Fax () _____
 Address: _____ City: _____ State: _____ Zip: _____
 Authorized By: _____ Title: _____ Date: _____
 Signature: _____ Email Address: _____
 If Receipt Required (Please Check) Fax: _____ Email: _____

SERVICES AVAILABLE	Advance Fee *	Floor Order Fee **	Qty	Total \$
1. 110V 20A (Std. 2 receptacle outlet up to 2,200 watts)	\$ 70.00	\$ 90.00		
2. 110V 30A (Std. 2 receptacle outlet up to 3,300 watts)	\$ 80.00	\$105.00		
3. 208V 30A Single Phase	\$110.00	\$135.00		
4. 208V 20A 3 Phase	\$125.00	\$155.00		
5. 208V 60A Single or 3 Phase	\$210.00	\$240.00		
6. Water and Sewer ***	\$ 70.00	\$ 90.00		
Electrical service includes up to 3 days of usage. * Up to fourteen (14) days before event to receive Advanced Fee ** Within thirteen (13) days before the event or on the event day Floor Fee *** Exhibitor must supply 5/8" hoses with standard coupling				Grand Total: \$

Remit payment to: Peoria Civic Center, Accounting Dept., 201 SW Jefferson, Peoria, IL 61602
Phone (309) 673-8900 Fax (309) 680-3585 Email: Accounting@peoriaciviccenter.com

(There is a 3.5% credit card fee applied to all credit card payments)

METHODS OF PAYMENT:

CHECK / MONEY ORDER / CREDIT CARD (✓one)
 Master Card American Express Discover Visa

Credit Card Number: _____ **Expiration Date:** _____

Name as it appears on Card: _____ Authorized Signature: _____

Due to a requirement by federal law, the exact name of the credit card holder and the address in which the bill for the credit card arrives at need to be used. If the information at the top of the form does not correspond with these requirements, please fill out the following:

Address Bill Arrives At: _____ City/State/Zip: _____

CONDITIONS AND SAFETY REGULATIONS:

1. All equipment, regardless of source of power, must comply with all federal, state and local safety codes.
2. "House electricians" must perform all electrical work. Special equipment requiring company engineers or technicians for assembly, servicing preparatory work and operation, may not be executed without "house electrician."
3. All equipment must be properly tagged and wired with complete information as to type of current, voltage, phase, cycle, horsepower, etc.
4. All materials and equipment furnished by the Civic Center personnel for this service order shall remain the Civic Center property and shall be removed ONLY by the Civic Center personnel at the close of the show.
5. Rates do not include connecting equipment or special wiring. Labor for additional electrical work will be charged in one-half hour increments at \$50.00 per hour. Special materials required will be charged at cost, plus 20%.
6. No booth will be allowed to open until ALL HOUSE CHARGES ARE PAID.

The parties agree that the implied warranties of merchantability and fitness for particular purpose and all other warranties express or implied, are excluded from this agreement. Peoria Civic Center Authority does not assume any liability for damages of any type

*whatsoever or loss of anticipatory profits resulting from the use of equipment or services or delivery or installation, or damage of any sort whatsoever to user's goods or equipment arising from any cause whatsoever. For additional copies please contact the Peoria Civic Center or refer to our web site at www.peoriaciviccenter.com. *** ALL PRICES SUBJECT TO CHANGE WITHOUT NOTICE.*