

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 <input checked="" type="checkbox"/> Check) Fax: _____ Email: _____			

INTERNET SERVICE AVAILABLE	Advance Fee*	Floor Order Fee**	Qty	Total
1. High Speed - Wireless	\$25.00 / day	\$50.00 / day		
2. High Speed – up to three (3) IP addresses	\$130.00 / 3-days	\$180.00 / 3-days		
3. High Speed – additional IP addresses	\$55.00 / day	\$105.00 / day		
4. ISDN Service	\$100.00 / day	\$125.00 / day		
* 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. Linksys cards are not compatible with the Peoria Civic Center system. No Personal Wireless Routers can be used inside the complex				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, ST Zip: _____

CONDITIONS AND SAFETY REGULATION:

1. All equipment, regardless of source of power, must comply with all federal, state and local safety codes.
2. "House electricians" must perform all Internet work. Special equipment requiring company engineers or technicians for assembly, servicing preparatory work and operation may not be executed without "house electrician."
3. 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.
4. Rates do not include connecting equipment or special wiring. Labor for additional electrical work will be charged in one-half hour increments at \$55.00 per hour. Special materials required will be charged at cost, plus 20%.
5. Conference software configuration available at one-half hour increments at \$55.00 per hour.
6. No booth will be allowed to open until ALL HOUSE CHARGES ARE PAID.
7. Peoria Civic Center personnel will install, maintain, inspect and remove all Internet services.
8. High Speed Connection 10/100 Ethernet card. DHCP protocols required.

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

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