



## BOOTH SERVICE ORDER KIT

# *Welcome Exhibitors!*

Attached you will find the forms you need to order services for your booth. Due to the high volume of orders received, we must ask for your help to assure an easy move in at the show. Please use the check list below to assure that we are able to receive and process your orders efficiently.

1. **Full payment must accompany every order. Orders received without payment cannot be processed. We accept checks, Master Card, American Express, and Visa cards. Government agencies may pay by purchase order when prior arrangements are made.**
2. **Orders without a complete company name, address, and booth information cannot be processed.**
3. **Faxed orders are by credit card payment only. Orders by Fax that do not include credit card payment will be disregarded. If you Fax your order DO NOT mail a duplicate order. Please use our "Service Fax Hot Line," (608) 266-9027.**
4. **It is not possible for us to confirm your order by phone. If confirmation is required please use certified or registered mail. Please keep a copy of all orders placed as your receipt. No other receipt will be forthcoming.**
5. **We will receive all freight shipped to the Center. Freight that arrives without advanced payment will be held in the warehouse until payment is confirmed. When shipping to a show it is essential that all shipments be addressed to YOUR BOOTH NAME & NUMBER, CARE OF YOUR SHOW NAME, AT OUR ADDRESS. Failure to properly address freight may result in lost or undeliverable items.**
6. **The Alliant Energy Center will not be responsible for orders incorrectly placed.**

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.

### *NOW **3** WAYS TO ORDER!*

- 1) All Floor Orders (orders received 10 or fewer days prior to move in) are at **Standard Rates**. Internet and Advanced Order discounts do not apply ten days prior to move in.
- 2) Fill out and mail or Fax the attached **Advanced Order** forms. Advanced ordering, (more than 10 days prior to move in), are at a discounted rate over the Standard Floor Order rates.
- 3) The largest discount over Standard Floor Order rates is obtained by placing your **Advanced Order On Line** at

**[www.alliantenergycenter.com](http://www.alliantenergycenter.com)**

Our eBusiness site offers all the services found on these forms plus additional information including color pictures of our many inventory items. Ordering on line is easy, convenient, **and always at our lowest current pricing.**

**Beginning ten days prior to move in all orders are at Standard Rates.\***

*Looking Forward to Your Visit!*