



MONONA TERRACE COMMUNITY AND CONVENTION CENTER

ONE JOHN NOLEN DRIVE MADISON, WI 53703 TEL 608 261-4000 FAX 608 261-4050

Utility Service Order

Qty.	Utilities/Telecommunications Services	Rate (Per Event)	Total
	20 Amp. Electrical Outlet	\$ 68.75/event	
Power is delivered via duplex end cord			
	30 Amp. 120/208V.	\$ 212.50/event	
	60 Amp. 120/208V.	\$ 300.00/event	
	100 Amp. 120/208V.	\$ 375.00/event	
	200 Amp. 120/208V.	\$ 625.00/event	
	400 Amp. 120/208V.	\$ 875.00/event	
	Extension Cord	\$ 6.25/event	
	Power Strips	\$ 6.25/event	
	Telephone Analog Line**	\$ 187.50/event	
	High Speed Internet Connection	\$ 195.00/event	
	Miscellaneous	\$	
	Miscellaneous	\$	
	Miscellaneous	\$	

(A)	Subtotal	(A)	➤
(B)	20% Discount (Full payment must be received no less than 15 days prior to Event Move-In Date)	(B)	➤
(C)	Subtotal after discount, if applicable	(A) - (B)	(C) ➤
(D)	WI State Sales Tax	5.5% of (C)	(D) ➤
(E)	TOTAL	(C) + (D)	(E) ➤

PRICES INCLUDE COST OF ELECTRICITY AND ELECTRICIAN'S LABOR TO DELIVER; ALL ITEMS SUBJECT TO 5.5% WI STATE SALES TAX.

The charges for outlets will be made on the basis of maximum wattage in use at the time of inspection

NOTE: Monona Terrace equipment and services are being furnished subject to the regulations on the back page.

HOUSE SERVICES AVAILABLE
Electrician available at prevailing rate

**Long distance charges will be billed separately. Please provide credit card number and exp. date for your actual long distance call charges. A receipt will be mailed to you after the event.

PAYMENT

Cash Check # _____
 Credit Card Exp. Date _____
 Credit Card # _____

Cardholder Name (please print legibly) _____

Authorized Signature of Cardholder: _____

Provide email address below for order / payment confirmation.

WI State Sales Tax Exempt # _____

SEE TERMS AND CONDITIONS #22

Please fill out the following section completely:

Name of Event		Event Move-In Date	
Firm Name	Phone No.	Booth No.	
Firm Street Address	City	State	Zip Code
By (Signature)	Print Name	Date	
Billing address if different from above (Street, City, State, Zip Code)			
Email Address		Phone ()	

Return completed Utility Service Order to Monona Terrace at the address listed above or fax to us at (608) 261-4050.



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ADDITIONAL EQUIPMENT AND SERVICES AVAILABLE TO EXHIBITORS

To order any of the items below, please add items to the Miscellaneous line on the UTILITY SERVICE ORDER FORM.

Equipment	Cost
32" LCD TV w/cart	\$100.00/day
32" LCD TV with VCR or DVD player on cart	\$137.50/day
17" Flat Panel Monitor	\$93.75/day
20" Flat Panel Monitor	\$106.25/day
Forklift Services w/operator	\$93.75/hour
Scissor Lift Services w/operator	\$125.00/hour

This is not a complete list of services and equipment available at Monona Terrace Community and Convention Center. If there is anything else you require, please contact your Event Coordinator or the Monona Terrace Service Desk.

- **Only Gaffers Tape may be used on our floors.**
- **Internet Access** - Monona Terrace has available both wired and wireless Internet access. To order a **HARD-WIRED** Internet connection, please select "High Speed Internet Connection" on the order form.

High speed **WIRELESS** Internet access can **ONLY BE PURCHASED ON-SITE** at Monona Terrace for \$9.95 per day via credit card (Visa, MasterCard, American Express or Discover accepted). This service cannot be ordered in advance on this form.

IMPORTANT NOTICE: Due to interference issues, exhibitors may NOT set up their own wireless system in our facility.

Terms and Conditions

1. This service order form must be received with full payment or credit card authorization no less than 15 days prior to the event's first scheduled move-in date for the 20% discount to be applied.
2. Failure to provide all necessary information requested on this form may result in a delay of service installation.
3. Payment in Full must be rendered prior to start of show. Please DO NOT send cash in the mail.
4. Electrical power supplied to an exhibitor shall not be shared with any other exhibitor.
5. Credit will not be given for electrical service or equipment installed and not used.
6. All material and equipment furnished by Monona Terrace for this service order shall remain in Monona Terrace and shall be removed ONLY by Monona Terrace personnel at the close of the show.
7. Rates quoted for connections cover only the delivery of service to the booth in the most convenient manner and do not include connecting equipment or special wiring. Rates for special services such as placing cords or relocating service(s) will include a labor charge.
8. Wall, column and permanent building utility outlets are not a part of booth space and are not to be used by exhibitors.
9. All equipment, regardless of source of power, must comply with all federal, state and local safety codes.
10. Use of open clip sockets, latex or lamp cord wire, duplex or triplex attachment plugs in exhibits is prohibited.
11. Claims will not be considered unless filed by exhibitor to Monona Terrace prior to close of show.
12. Rates are based upon current rates and are subject to change without notice.
13. Under no circumstances shall anyone other than authorized Monona Terrace personnel make electrical connections.
14. Special equipment requiring company engineers or technicians for assembly, service, preparatory work and operation may be executed without the Monona Terrace electrician. However, all service connections and overload protection to such equipment must be made only by the Monona Terrace electrician.
15. All equipment must be properly tagged and wired with complete information as to type of current, voltage, phase, cycle, horsepower, etc.
16. Electrical power for lights and displays will be turned on one half (1/2) hour prior to show opening time and off at show closing time daily.
17. Unless otherwise directed, Monona Terrace electricians are authorized to cut floor coverings to permit installation of service.
18. All exhibitor's cords must be of 3 wire grounded type. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.
19. Requests for special voltage and/or other "Special Connections" (see front page) must be received by Monona Terrace fifteen (15) days prior to scheduled exhibitor arrival and move-in.
20. Obstructions blocking utility floor boxes are subject to relocation as necessary.
21. The above listed conditions and regulations are not all inclusive. Additional rules will be given as applicable.
22. **Tax exempt clients must submit a Wisconsin State Sales Tax Exemption Certificate — OR — Wisconsin Sales and Use Tax Form S211 (use if out of state). Phone (608) 261-4009 with any questions.**