

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: \_\_\_\_\_

TELEPHONE SERVICE AVAILABLE	Advance Fee*	Floor Order Fee**	Qty.	Total
1. In-house only	\$ 40.00	\$ 75.00		
2. Local or 800 access (9 out)	\$ 85.00	\$165.00		
3. All access, Fax or Modem (9 out)	\$150.00	\$300.00		
4. Direct Outside Line	\$290.00	\$575.00		
Telephone Service includes up to 3 days of usage. Additional days at \$45 per 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. -- INTERNATIONAL CALLS EXTRA --				<b>Grand Total:</b> \$

**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 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 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 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 \$50.00 per hour. Special materials required will be charged at cost, plus 20%.
5. No booth will be allowed to open until ALL HOUSE CHARGES ARE PAID.
6. Peoria Civic Center personnel will install, maintain, inspect and remove all phone services.

*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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