



Hyatt Regency Wichita
 400 W. Waterman
 Wichita, KS 67202
 Phone: 316-613-6277
 Fax: 316-613-6289

PLEASE SEE REVERSE SIDE FOR PAYMENT INSTRUCTIONS.

Utilities Order Form

Event _____ Event Dates _____
 Exhibitor Company Name _____
 Address _____
 City _____ State _____ Zip _____
 (MUST BE BILLING ADDRESS IF PAYING BY CREDIT CARD)
 Exhibitor Name _____
 Phone _____ Booth # _____
 Fax _____
 E-mail _____
 Authorized Signature _____
 By signing, exhibitor understands Century II may adjust price if calculations are not correct.

A check or credit card information for the total services requested must accompany this order form. **To receive advance price, the payment and order form must be received in our office five days prior to the published move-in date of your event.** Regular prices will be collected on orders placed after this date. All rates charged are for the run of the show, unless otherwise noted. Regulations and credit card information can be found on the reverse side of this form.

ELECTRICAL SERVICE				
ITEM	Advance Price	Regular Price	Quantity	TOTAL
20 AMP 110 V. SINGLE OUTLET	\$46.80	\$93.60		
20 AMP 208 V. 1 OR 3 PHASE <i>circle one</i>	\$65.65	\$131.30		
30 AMP 208 V. 1 OR 3 PHASE <i>circle one</i>	\$69.55	\$139.10		
50 AMP 208 V. 1 OR 3 PHASE <i>circle one</i>	\$94.25	\$188.50		
100 AMP 208 V. 1 OR 3 PHASE <i>circle one</i>	\$156.00	\$312.00		
100 AMP 480 V. 3 PHASE	\$156.00	\$312.00		
15' EXTENSION CORD	\$6.18	\$12.35		
25' EXTENSION CORD	\$7.48	\$14.95		
GROUNDING 3 WAY PLUG-IN	\$4.88	\$9.75		
GROUNDING 6 PLUG-IN STRIP	\$12.35	\$24.70		
2-300 W. LIGHTS ON POLE w/ power	\$55.90	\$111.80		
SIGN HANGING				
(see reverse) \$76.70 sign, \$137.80 banner, \$384.80 oversize (\$36.40 fee if not rec'd 5 prior to move-in)				
TELEPHONE SERVICES				
TOUCH TONE PHONE LINE	\$124.80	\$165.10		
TOUCH TONE PHONE	\$13.65	\$27.30		
INTERNET SERVICES				
CABLE MODEM: one day only	\$207.35	\$257.40		
CABLE MODEM: each additional day	\$35.75	\$35.75		
Free wireless internet is available in most locations within the Century II complex.				
PIANO RENTAL				
Piano – Upright	\$65.00	\$65.00		
Piano – Upright (Each additional day)	\$32.50	\$32.50		

NOTICE:
FORM 10B

Supersedes all previous forms

SUBTOTAL		
+ KS TAX	x 7.3%	
= TOTAL		

ELECTRICAL

ALL CONNECTIONS TO BUILDING EQUIPMENT WILL BE DONE BY STAFF ELECTRICIANS ONLY!

- Wall, pole, and floor outlets are not part of the booth space. Separate outlets **MUST** be ordered for each booth to be connected. ALL material and equipment furnished remains property of the CENTURY II CONVENTION CENTER.
- Rates include any necessary city permits, inspections, tax, or normal wear.
- Rates include bringing circuits to the rear of the exhibit booth, or one side of an island booth. A single plug-in is supplied per circuit ordered. Distribution of power in the booth, extension cords, and power strips, are the responsibility of the exhibitor. Additional cords and power strips may be rented from our service counter. The exhibitor's own cords should be inspected for wear and be U.L. Approved. Lightweight or ungrounded extension cords are not allowed.
- CENTURY II is not responsible for voltage fluctuations or power failures on service lines.
- CENTURY II reserves the right to refuse to make any connections, which violate city or national electric codes.

SIGNS

- Exhibitors shall not attach signs, banners, pennants or any other devices to the walls, windows or ceilings of the facility without written permission.
- Exhibitors are responsible for removal of all approved signage after the event. If an exhibitor fails to remove the signage or leaves any attachment residue, the offender will be charged the full sign hanging charge. (The only approved tape for use on the walls and windows of CENTURY II is masking tape.)
- Signs or banners hung from ceilings or building exterior shall be hung by the Exhibitor Services Department. Rates are determined using the following criteria: signs are under 4'x8' in size weighing less than 70 lbs.; banners are under 20' in length weighing less than 140 lbs.; anything over 20' in length or weighing more than 140 lbs. will be considered oversized.
- All Oversized materials **MUST** be delivered to CENTURY II no later than 24 hours in advance of event.

COMMUNICATION SERVICES

- Touch-tone phone service is available anywhere within CENTURY II.
- Telephone instruments are available for an additional charge.
- The in-house telephone system gives you direct dial-in service, credit card long distance.
- Cable modems are the standard High Speed connection within CENTURY II.
- CENTURY II is responsible for High Speed equipment up to the client's equipment. CENTURY II's Staff are not responsible for configuring client equipment for use.
- Computer equipment for use with High Speed Cable connection must have Ethernet card and have AutoDetect capabilities enabled.
- Client may provide router for use of multiple computers from single modem. No more than 4 computers recommended per router. Client is responsible for all connections from router to computers.

ORDERING INFORMATION

***** **ORDER IN ADVANCE!** *****

Ordering in advance will ensure that you have the power you need as well as save you a significant amount of money.

- The most common power request is for 20 AMP 110 volt. This is sometimes called household power or standard current. A normal room in your home can use this amount of power. You could run up to 18-100watt light bulbs off a single 20 AMP circuit.
- Remember, heating elements and some appliances can draw as many as 11 AMPs each. Look for an electrical label or call if you are not sure about your equipment's requirements.

PAYMENT INFORMATION

THREE CONVENIENT WAYS TO PAY:

- **Check**
- **MasterCard**
- **Visa**

(Sorry, we do not accept American Express or Discover)

ADDITIONAL INFORMATION:

- When paying by check, please note the Event Name.
- When paying by credit card, address on order form **MUST** be billing address for the Credit Card used.
- Please fill in all blanks to ensure proper crediting of your account.
- Orders without complete information or payment enclosed cannot be processed.

Name on Card	

Account Number	

Expiration Date (Month/Year)	

Cardholder Signature	
_____	_____
Date	3 Digit Code