



Century Center
EXHIBITOR SERVICE ORDER FORM
 120 South Saint Joseph Street
 South Bend, Indiana 46601
 www.CenturyCenter.org
 PHONE: 574.235.9711 FAX: 574.235.9185



Equipment

Event:	Company Name:
Event Dates:	Mailing Address:
Exhibit Location/Booth:	City: State: Zip:
Ordered By:	Phone: Fax:
On-Site Contact:	E-mail:

Description	Quantity	Rate per Item	Number of Days	TOTAL
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Portable Powered Speaker with Mic and Stand**		\$ 115.00		
32" Television/Data Monitor**		\$ 150.00		
40" Flat Screen Monitor**		\$ 200.00		
DVD/VHS Player**		\$ 65.00		
CD Player**		\$ 40.00		
Portable Powered Speaker with Stand**		\$ 75.00		
Easel**		\$ 15.00		
Flipchart with Easel, Pad, and Markers**		\$ 35.00		
Flipchart with Easel, Post-it Pad, and Markers**		\$ 45.00		
Laser Pointer**		\$ 25.00		
Projector Stand**		\$ 35.00		
Wireless Presenter-PowerPoint Remote**		\$ 30.00		
Laptop Computer**		\$ 200.00		
Standard Phone Unit and Line*		\$ 40.00		
Phone Line*		\$ 30.00		
8' X 30" Formica Top Table		\$ 18.00		
6' X 30" Formica Top Table		\$ 18.00		
8' X 18" Formica Top Table		\$ 18.00		
30" Round Formica Top Table		\$ 18.00		
30" Standup Formica Top Bistro Table		\$ 18.00		
60" Round Table		\$ 18.00		
72" Round Table		\$ 18.00		
Black Padded Chair		\$ 7.00		
Green Padded Chair		\$ 4.00		
Blue Plastic Chair		\$ 2.00		
Bar Stool		\$ 4.00		
Waste Basket (small)		\$ 10.00		
10'X10' Carpet		\$ 50.00		

Questions?
Call
574.235.9711

*Additional fees apply from phone company ** 20% Service Charge Applies

PAYMENT INFORMATION	
Credit Card Type: circle one MASTERCARD VISA DISCOVER AMEX	Credit Card Number:
Expiration Date:	Security Code (Last 3 on back of card or 4 digits on front of Amex.)
Name on card (Please Print)	
Signature	Date
Billing Address:	
City:	State: Zip:

**Please make checks
 payable to:
 Century Center**

CANCELLATION POLICY
 If cancellation occurs at least 7 days
 prior to the first scheduled move-in day: **100% REFUND.**
 If cancellation occurs 1 to 6 days
 prior to the first scheduled move-in day: **50% REFUND.**
 If cancellation occurs on or after the
 first scheduled move-in day: **NO REFUND.**
 All terms, conditions, and rates on this form are
 subject to change at any time without notice.

Total Sales	\$
x 7% Sales Tax	\$
x 20% Service Charge	\$
GRAND TOTAL	\$