



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



SIGN & BANNER HANGING SERVICE

IMPORTANT CONDITIONS AND REGULATIONS

All terms, conditions, and rates on this form are subject to change at any time without notice.

CONDITIONS FOR PROCESSING SERVICE ORDER FORMS

1. Payment information must accompany service order form. No service will be installed until all payment information is received.
2. All order form information must be completed in full for order to be processed. Incomplete order forms may result in a processing delay that could result in delay of service.
3. Estimates given by Century Center are based on information provided at the time services are ordered. Actual cost is determined at time of installation.
4. Any customer requested changes may result in additional charges
5. Weight limit for standard installation of signs / banners is 25 lbs. All signs / banners over 25 lbs. Trussing and rigging. Rigging rates may apply.
6. All hangings must be ready for installation at time of request. All materials required for hanging must be provided by client.
7. After installation-NO REFUND.

PRICING ESTIMATE

- \$ 75.00 per sign / banner installation or dismantle requiring the use of a lift truck.
- \$ 30.00 per banner / sign installation or dismantle up to 12' high

SHIPPING INSTRUCTIONS

Shipments will be accepted no more than 2 days prior to move-in date

Please use attached service form or contact:

Century Center
ATTN: Audio Visual
120 S St Joseph St
South Bend, Indiana 46601

CANCELLATION POLICY

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- 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.**



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Event:	Company Name:		
Event Dates:	Mailing Address:		
Exhibit Location/Booth:	City:	State:	Zip:
Ordered By:	Phone:	Fax:	
On-Site Contact:	E-mail:		
Installation Date:	Installation Time:	A.M./P.M.	
Removal Date:	Removal Time:	A.M./P.M.	

Type of sign Cloth Metal Wood Other _____

Shape Square Triangle Rectangle Other _____

Hanging Method Grommets Pole & Sleeve Other _____

Size Width _____ X Height _____

Weight Pounds _____

Special Notes:

PAYMENT INFORMATION	
Credit Card Type: circle one MASTERCARD VISA DISCOVER AM EX	Credit Card Number:
Expiration Date:	Security Code (Last 3 digits 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**

ESTIMATED TOTAL	\$
20% Service Charge	\$
Grand Total	\$

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March-10