

GRAND WAYNE CONVENTION CENTER

120 W. Jefferson Blvd, Fort Wayne IN 46802 • 260.426.4100

Beyond convention. Beyond expectation.™

COMPLETE SERVICE ORDER FORM

ORDER FORM 1111

FULL NAME OF EVENT _____

EVENT DATE(S): One Day Event on: ___/___/___ Multiple Days: ___/___/___ through ___/___/___

EXHIBITOR NAME _____

ADDRESS _____

CITY, STATE, ZIP CODE _____ STATE _____ ZIP _____

BEST CONTACT PHONE _____ FAX _____

BEST CONTACT EMAIL _____

UTILITIES (one time per show rental rates)

QUANTITY	DESCRIPTION	ADVANCE RATE	FLOOR RATE	AMOUNT
_____	Power: 120 Volt up to 20 Amps, includes Extension Cord and Power Strip	\$ 25.	\$ 40.	\$ _____
_____	Power: 208 Volt, direct connection to 208V up to 60 Amps	\$100.	\$150.	\$ _____

Any 208 or 480 Volt may have an additional electrical charge based on time involved for service installation.

NOTE: Grand Wayne Convention Center will not be responsible for surge in power lines. The undersigned is expected to provide their own surge protectors.

EQUIPMENT RENTAL (one time per show rental rates)

QUANTITY	DESCRIPTION	ADVANCE RATE	FLOOR RATE	AMOUNT
_____	Table: 8' x 30" — includes cover and skirt	\$ 18.	\$ 25.	\$ _____
_____	Table: 8' x 30" — not skirted	\$ 6.	\$ 10.	\$ _____
_____	Table: 6' x 30" — includes cover and skirt	\$ 18.	\$ 25.	\$ _____
_____	Table: 6' x 30" — not skirted	\$ 6.	\$ 10.	\$ _____
_____	Table: 8' Counter Height, 40" tall — includes cover and skirt	\$ 25.	\$ 35.	\$ _____
_____	Table: 8' Counter Height, 40" tall — not skirted	\$ 15.	\$ 20.	\$ _____
_____	Table: 6' Counter Height, 40" tall — includes cover and skirt	\$ 25.	\$ 35.	\$ _____
_____	Table: 6' x 18" — cloth and skirt not included and not available	\$ 6.	\$ 10.	\$ _____
_____	Table: 36" round x 40" tall — cloth and covering not included and not available	\$ 25.	\$ 40.	\$ _____
_____	Table: 42" round — cloth and covering not included and not available	\$ 25.	\$ 40.	\$ _____
_____	Chair: extra — 2 chairs included, complimentary	\$ 4.	\$ 10.	\$ _____
_____	Bar Stool: 28" tall	\$ 25.	\$ 40.	\$ _____

TECHNOLOGY EQUIPMENT (daily rental rates)

QUANTITY	DESCRIPTION	ADVANCE RATE	FLOOR RATE	AMOUNT
_____	Video display, 23", includes cable	\$ 55.	\$ 90.	\$ _____
_____	Video display, 32", includes cable	\$140.	\$175.	\$ _____
_____	Video display, 42" with stand, includes cable	\$215.	\$250.	\$ _____
_____	Video display, 55" with stand, includes cable	\$315.	\$350.	\$ _____
_____	Video display, 70" with stand, includes cable	\$465.	\$500.	\$ _____
_____	Telephone Line - Analog	\$ 75.	\$110.	\$ _____

TECHNOLOGY SERVICES (daily rental rates)

QUANTITY	DESCRIPTION	ADVANCE RATE	FLOOR RATE	AMOUNT
_____	Internet: Complimentary WiFi for GWCC Guests — (No guarantee)	No Charge/Free	—	—
_____	Internet: Wired Broadband, 1.5 Mbps — Guarantee (per device)	\$100.	\$135.	\$ _____
_____	Internet: Wired Broadband, 5 Mbps — Guarantee (per device)	\$300.	\$335.	\$ _____
_____	Internet: Wired Broadband, 10 Mbps — Guarantee (per device)	\$600.	\$635.	\$ _____

SUBTOTAL: Electrical, Tables, and Technological Services: \$ _____

Indiana Sales Tax of 7% \$ _____

TOTAL EQUIPMENT and SERVICES: \$ _____

PAYMENT:

Credit Card Type: MasterCard Visa AmEx Discover

Account Number: _____ | _____ | _____ | _____ Exp.: ___/___ CVC: _____

Cardholder's Name (as it appears; please print) _____

Cardholder's Signature _____

NOTE: If you need specialty items not shown on our Service Rate Sheet or if you need trade show display assembly, we recommend The Baldus Company (balduscompany.com). Please contact **Kerry Johnson** at 260.424.2366 or kerry@balduscompany.com

NEED MORE INFO? Please contact **Stacey Paunovich** at spaunovich@grandwayne.com or call 260.426.4100. Grand Wayne Convention Center's FAX: 260.4209080

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ELECTRICAL, TABLES, SEATING, TECHNOLOGICAL SERVICES

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QUANTITY Power: 120 Volt up to 20 Amps, w/ Extension Cord and Power Strip



QUANTITY Power: 208 Volt, direct connection to 208V up to 60 Amps



QUANTITY Table: 8' x 30" — includes cover and skirt



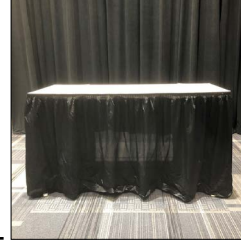
QUANTITY Table: 8' x 30" — not skirted



QUANTITY Table: 6' x 30" — includes cover and skirt



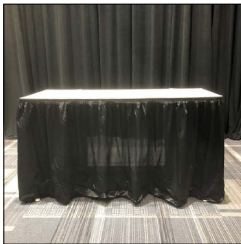
QUANTITY Table: 6' x 30" — not skirted



QUANTITY Table: 8' Counter Height, 40" tall — includes cover and skirt



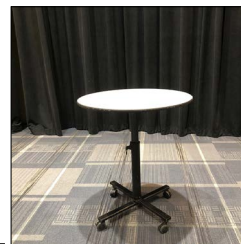
QUANTITY Table: 8' Counter Height, 40" tall — not skirted



QUANTITY Table: 6' Counter Height, 40" tall — includes cover and skirt



QUANTITY Table: 6' x 18" — cloth and skirt not included and not available



QUANTITY Table: 36" round x 40" tall: cloth & covering not included, not available



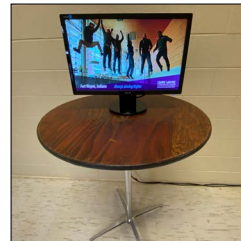
QUANTITY Table: 42" round: cloth & covering not included, not available



QUANTITY Chair: extra — 2 chairs included, complimentary



QUANTITY Bar Stool: 28" tall



QUANTITY Video display, 23", includes cable



QUANTITY Video display, 32", includes cable



QUANTITY Video display, 42" with stand, includes cable



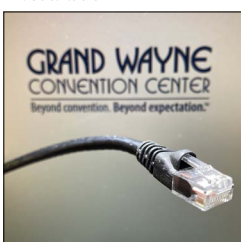
QUANTITY Video display, 55" with stand, includes cable



QUANTITY Video display, 70" with stand, includes cable



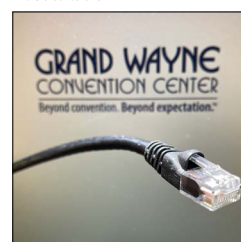
QUANTITY Telephone Line - Analog



QUANTITY Internet: Wired Broadband, 1.5 Mbps — Guarantee (per device)



QUANTITY Internet: Wired Broadband, 5 Mbps — Guarantee (per device)



QUANTITY Internet: Wired Broadband, 10 Mbps — Guarantee (per device)



Internet: Complimentary WiFi for GWCC Guests — (No guarantee)