

Exhibit Booth Additional Equipment Order Form

Exhibit booth includes 1 table (30" x 72" covered and skirted), 2 chairs, wastebasket, electricity, and exhibitor identification sign.

SERVICES – (Price is Per Event)

	<u>Advance Order</u>	<u>Day of Event*</u>
#1 Electricity (Dedicated 15A Circuit)	\$ 30.00	\$ 40.00
#2 Phone Line	\$ 35.00	\$ 50.00
#3 Ethernet Line	\$ 75.00	\$ 100.00

Quantity	Item Number & Name	Unit Price	Per Event	Service Fee

Services Total

EQUIPMENT - (Price is Per Day)

	<u>Advance Order</u>	<u>Day of Event*</u>
#5 Tables (additional) - 30" x 72"	\$ 20.00	\$ 30.00
- 18" x 60"	\$ 20.00	\$ 30.00
#6 Easel	\$ 5.00	\$ 8.00
#7 TV	\$ 50.00	\$ 75.00
#8 TV/CD/DVD	\$ 75.00	\$ 100.00
#9 Portable Video Projector	\$ 250.00	\$ 275.00

Quantity	Item Number & Name	Unit Price	Per Day	Equip. Fee
			X	
			X	
			X	

Equipment Total

SERVICE & EQUIPMENT Fees Grand Total

For Advanced Order Send Form & Payment to: **Iowa State Center, Suite 4 Scheman Building, Ames, IA 50011**
Attn. Melissa Johnson - Phone: 515-294-9489 - Fax: 515-294-3349

* For equipment ordered the day of event, remit payment to the Conference Service Desk located on the first floor Lobby. Equipment will be delivered to booth after payment is made

Method of Payment: (Payment by Check or Credit Card Only, Send no cash)

- Company Check Make Checks Payable to: **Iowa State Center**
 Credit Card MC/Visa American Express Discover Card

Account #: _____ - _____ - _____ - _____ Exp. Date: ____/____/____

Cardholders Name: _____

Cardholders Signature: _____

Exhibitor/Company Name _____

Address _____ Phone (____) _____ - _____

Ordered by _____ Date ____/____/____

Exhibitor Signature: _____

Scheman Building Receiving Log for Conference Services

Suite 4 Scheman Building, Ames, IA 50011

Phone: 515-294-3347

Fax: 515-294-3349

Please complete and return to the Iowa State Center prior to shipping.

Event: School Nutrition Association Iowa Conference

Date of Event: June 14-15, 2010

Company Name: _____

Sender Name: _____

Number of items: _____

Day of event contact person: _____

Expected date of arrival: _____

Your Name: _____

After Event Shipping Instructions:

Exhibitors/Senders are responsible for return pick-up arrangements.

FED EX Procedures for Exhibitors/Senders:

Fed Ex call 800-238-5355. Tell Fed Ex you are scheduling a pickup at the Iowa State Center, Iowa State University, Ames, Iowa 50011. The telephone number for the Iowa State Center is 515-294-3347. **We do not** have a street address, as we are part of the University. You may have to tell them Fed Ex comes here everyday. Fed Ex requires two hours from time of pickup to the time we close. We have someone at the lobby desk, Monday thru Friday from 7:30 a.m. to 5:00 p.m. They will give you a pickup number. **Please record this number in the upper left hand corner for reference.**

UPS Procedures for Exhibitors/Senders:

UPS call 800-742-5877 with information, weight and measurement of package (width and length). For a call tag it generally takes two to three days. If you do not use a call tag, the Iowa State Center cannot ship by ground for clients. We only ship by next day air or 2nd day air.

Roadway, Yellow Freight or etc.:

Exhibitors/Senders are responsible for return pick-up arrangement