



HOTEL TOPEKA
AT CITY CENTER

Exhibit Booth and Display Electrical Order Form

Electrical order form and payment must be received no later than **2 weeks prior** to show opening to guarantee electrical setup. All requests for services received within 2 weeks of show opening or onsite during show are subject to the availability of equipment and services of our electricians. All advance orders will be given priority. No services will be provided without a signed copy of this form or before payment is received. Surge protection for equipment must be provided by exhibitor. All orders are subject to 9.15% Sales Tax. *If you are not certain of your requirements, please call for assistance.*

Name of Convention: _____ Show Date: _____

Company Name: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Contact Name: _____ Phone: _____

Method of Payment: Credit Card Check Make checks payable to: *Hotel Topeka at City Center*

Authorized Signature: _____ Date: _____

The appropriate electrical (volts/amps) must be purchased so the hotel can provide proper delivery of electrical requirements. Power strips will not be permitted to increase the number of outlets. Power strips upon request at an additional cost.

ELECTRICAL CIRCUITS:

120 VOLT, SINGLE PHASE

Quantity		Prepaid	Day of Event	Subtotal
_____	1 or 2 outlets / 5 amps each	\$45.00 each	\$55.00 each	_____
_____	3 or 4 outlets / 10 amps each	\$55.00 each	\$65.00 each	_____
_____	5 or 6 outlets / 15 amps each	\$65.00 each	\$75.00 each	_____

120 VOLT, SINGLE PHASE

Quantity		Prepaid	Day of Event	Subtotal
_____	110 outlet / 30 amps	\$150.00	\$175.00	_____

208 VOLT AV, SINGLE PHASE

Quantity	Prepaid	Day of Event	Subtotal
_____	\$250.00	\$275.00	_____

208 VOLT AV, THREE PHASE

Quantity	Prepaid	Day of Event	Subtotal
_____	\$350.00	\$375.00	_____

INTERNET ACCESS (provided by Hotel Topeka at City Center)

<input type="checkbox"/> WIFI	<input type="checkbox"/> Wired	Prepaid	Day of Event	Subtotal
		\$100.00	\$125.00	_____

Exhibit Areas include (1) 8' Table and 2 Chairs (tablecloth and skirt included)

Quantity	Additional 8' Table	Prepaid	Day of Event	Subtotal
_____		\$10.00 each	\$25.00 each	_____

It is our intent to provide quality utility services for our client. However, Hotel Topeka at City Center cannot be responsible for any damages to electrical, mechanical and computer equipment which is caused by power surge, voltage drop, loss of building power or any other failure which is deemed "Act of God". It shall be the responsibility of the client to provide surge protection for their equipment and act in good faith with installation and removal of all equipment, including, but not limited to any electrical, mechanical and computer equipment. It shall also be the responsibility of the client to ensure their equipment is properly secured and unplugged during non-operating hours.

SHIPPING INSTRUCTIONS:

For any exhibitors who would like to ship their booths or materials prior to the show please abide by the following. Shipping of materials will be accepted and received four (4) days prior to the show. Any items that are received prior to the four (4) days will not be accepted due to the limited amount of space in our receiving area.

Please label your boxes, etc. with the following information:

- Name of convention you are attending
- Dates of convention
- Your company name, address, phone number and booth number

All shipments can be shipped to the following address:

**Hotel Topeka at City Center
Attn: Banquet Department
c/o **your company name**
1717 SW Topeka Blvd
Topeka, Kansas 66612**

Arrangements must be made for the return of boxes/crates after the show.

All items must be picked up by shipping company/carrier within two (2) business days of conclusion of show. Any items not picked up subject to storage fees.



HOTEL TOPEKA
AT CITY CENTER

CREDIT CARD AUTHORIZATION FORM

Hotel Topeka At City Center
1717 SW Topeka Blvd
Topeka, KS 66612

Phone (785) 431-7200, Fax (785) 235-0723

HOTEL USE ONLY

Please bill credit card for
final payment on
____/____/____
in the amount of

\$ _____
Banquet

\$ _____
Guest rooms

GUEST/GROUP/COMPANY NAME: _____

ARRIVAL DATE: _____ **DEPARTURE DATE:** _____

I, _____ request that the below credit card be used for the stated function (s) or guest room (s) to be held at **Hotel Topeka At City Center**. I state that I am the primary card holder or an authorized for the credit card account and will pay all charges incurred as agreed upon.

Please note: If you are providing us with a debit card, our credit card authorization system captures these funds automatically taking the money out of the bank account. The credit will be posted to your hotel account immediately, but if you eventually pay by another method, your bank may take up to 10 days to reverse this original charge and credit the bank account. By signing below, you are authorizing this procedure.

I am providing the credit card information for the following:

_____ For deposit in the amount of \$ _____ to be applied to the above event(s).

_____ For payments in full for the above events not to exceed \$ _____.

_____ For guaranty in the event that all fees not paid in accordance with direct bill terms.

Please charge the credit card for:

_____ Guest Room & Tax

_____ Guest Meals

_____ All Charges

_____ Meeting Room Rental

_____ Meeting Food & Beverage

_____ Other (Please notate)

Type of Credit Card _____ Today's Date _____

Name on Card (Please Print) _____

Last 4 Digits of Credit Card Number (full number will be requested via phone) _____ Exp. _____

Authorized Signature _____ Contact Ph# _____

Name of person(s) authorized to sign for the above charges on the day of event, if different from signatory:

THIS FORM MUST BE STORED IN A SECURED AND LOCKED AREA.