

**Omaha Civic Arena EXHIBITOR SERVICES ORDER FORM**

Omaha Civic Auditorium Mailing Address: 1804 Capitol Street, Omaha, NE 68102  
 Phone: (402) 444-3353 Fax: (402) 599-6725 Website: www.omahacivic.com  
**FULL PAYMENT FOR SERVICES ORDERED MUST ACCOMPANY THIS FORM**

**ORDER MUST BE RECEIVED BY FAX OR POST MARKED 14 DAYS BEFORE MOVE-IN DATE TO RECEIVE ADVANCE RATES!**

Service	Quantity	Standard Rate	Total
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**Information Technology**

**DATA**

Broadband Internet		180.00	
Analog Modem/Fax Line		180.00	
5 Port Switch Rental (IP/PCs not Incl.) PER DAY		57.00	
PC Rental - per Day CALL FOR AVAILABILITY		115.00	
Laptop Rental - per Day CALL FOR AVAILABILITY			

**VOICE**

Analog Phone Line		180.00	
Analog Fax Line		180.00	

**Total Information Technology \$**   
 Other Services Available Upon Request

**Banner & Sign Hanging**

Contact Omaha Civic Auditorium for quote 402-444-3353.

**Exhibitor Information**

**ALL INFORMATION REQUESTED BELOW IS REQUIRED:**

Event Name \_\_\_\_\_

Company Name \_\_\_\_\_ Booth # \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone # \_\_\_\_\_ Fax # \_\_\_\_\_

E-mail \_\_\_\_\_

On Site Contact \_\_\_\_\_

If Delivery Date Differs from Actual Show Dates Please Indicate Here

Delivery Date \_\_\_\_\_ Time \_\_\_\_\_

**By signing below, I acknowledge that I have read, understand, and agree to the Utility/Technical Services Rules & Regulations.**

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Not all above services are available in every space at the Omaha Civic Auditorium. Please call for availability.**

Equipment	Quantity	Advance Rate	Standard Rate	Total
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**Mechanical**

Compressed Air: Exhibitor must supply own drier or regulator for critical applications. 1/2" Universal Quick Disconnect w/ 3/8" line required. Call for fill & drain over 1,000 gallons of water.  
Water/Drain (Fill): One time water fill & drain up to 1,000 gallons.  
**Below prices are for up to a 4 day event.**

Compressed Air		145.00	181.25	
Additional Air Lines		42.00	52.50	
Natural Gas Line w/1/2" connection		145.00	181.25	
Additional Gas Lines		41.50	51.75	
Sink Connection/drain (continuous)		185.00	285.00	
Fill/drain tank/spa 500g max		105.00	131.25	
Fill/drain tank/spa 500-1,000g max		130.00	185.00	

**Total Mechanical \$**

**Electrical**

120v, 20 Amp		70.00	100.00	<input type="checkbox"/>	Place an "X" in the box for 24 Hour Power	
208v, 30 Amp, Single Phase		105.00	157.50	<input type="checkbox"/>		
208v, 50 Amp, Single Phase		130.00	195.00	<input type="checkbox"/>		
208v, 20 Amp, 3 Phase		120.00	180.00	<input type="checkbox"/>		
208v, 30 Amp, 3 Phase		180.00	270.00	<input type="checkbox"/>		
208v, 40 Amp, 3 Phase		240.00	360.00	<input type="checkbox"/>		
Extension Cord (incl tax)		24.34	24.34	<input type="checkbox"/>		
Power Strip (6 outlet-incl tax)		24.34	24.34	<input type="checkbox"/>		
<b>24 Hour Power = Total Price of Outlets _____ x .5</b>						<input type="checkbox"/> Add extra charge below
<b>Total Electrical \$</b> <input type="text"/>						

**Services Grand Total \$**

**Payment Information**

\_\_\_\_\_ Company Check (Payable to MECA) **{U.S. Funds Only}**  
 \_\_\_\_\_ Visa \_\_\_\_\_ MasterCard \_\_\_\_\_ American Express \_\_\_\_\_ Discover  
**NO PERSONAL CHECKS ACCEPTED**

**CREDIT CARD INFORMATION:**  
 Company/Cardholder's Name \_\_\_\_\_  
 Cardholder's Billing Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone # \_\_\_\_\_

Are You The Cardholder ( ) Yes ( ) No Is This a Corporate Card ( ) Yes ( ) No

This Card will be used to pay for charges by the following authorized users:  
 Please print.  
 1) \_\_\_\_\_ 2) \_\_\_\_\_  
 Credit Card # \_\_\_\_\_ Exp. \_\_\_\_\_  
 Signature \_\_\_\_\_ Date \_\_\_\_\_

By signing above, I acknowledge and agree that if the Exhibitor Services Order Form is received by fax or post marked after the 14-day advance order deadline I will no longer be eligible for the Advance rates and my card will be charged the Standard rates.