

Signs and banners which are attached to the walls or hung from the Ceiling must be done by Century II employees and the exhibitor must contact the Century II office to order the service and pay for it.



CENTURY II
PERFORMING ARTS & CONVENTION CENTER
REMIT TO:

Century II Performing Arts &
Convention Center
Exhibitor Services Department
225 West Douglas Avenue
Wichita, KS 67202
316-264-9121 (Phone)
316-858-7799 (Fax)
exhibitorservices@wichita.gov (Email)

Utilities Order Form

Event _____ Dates 2017

Exhibitor Company Name _____

Address _____

City _____ State _____ Zip _____
(MUST BE BILLING ADDRESS IF PAYING BY CREDIT CARD)

Exhibitor Name _____

Phone _____ Booth # _____

Fax _____

E-mail _____

Authorized Signature _____
(By signing, exhibitor understands Century II may adjust price if calculations aren't correct)

A check or credit card information for the total services requested must accompany this order form. To receive the Advanced Rate, the payment and order form must be received by 2017. Regular Rate prices will be collected on orders placed after this date. All rates charged are for the run of the event, unless otherwise noted. Regulations, additional information and payment instructions can be found on the reverse side of this form.

SIGN HANGING
SIGN – \$60.00; BANNER – \$108.00; OVERSIZE – \$301.00 <i>circle one</i> (See reverse for size descriptions)

SIGNS & HANGING DECOR

- Exhibitors shall not attach signs, banners, pennants or any other devices to the walls, windows or ceilings of the facility without written permission.
- Exhibitors are responsible for removal of all approved signage after the event. If an exhibitor fails to remove the signage or leaves any attachment residue, the offender will be charged the full sign hanging charge. (The only approved tape for use on the walls and windows of CENTURY II is masking tape or painter's tape.)
- Signs or banners hung from ceilings or building exterior shall be hung by the Exhibitor Services Department. Rates are determined using the following criteria: SIGNS – under 4' x 10' in size weighing less than 70 lbs.; BANNERS – under 20' in length weighing less than 140 lbs.; OVERSIZE – anything over 20' in length or weighing more than 140 lbs.
- Pricing for signs or banners with multiple sides (e.g. 3-sided, 4-sided) will be calculated by multiplying the cost for a single banner and the number of sides to be hung.
- ALL items hung from ceilings or walls of Century II must be coordinated via Exhibitor's Services