

CASPER EVENTS CENTER

EXHIBITOR SERVICES

P.O. BOX 128 – CASPER, WYOMING 82602 – PHONE (307) 235-8441, FAX (307) 235-8445

BOOTH EQUIPMENT – DURATION OF SHOW – SHIPPING & HANDLING – LABOR

<u>Equipment & Services</u>	<u>Rate</u>		<u>Quantity</u>	=	<u>Total</u>
Table, 8', 6' or 5' Round	\$20.00	x	_____	=	_____
Table 6'x18", 2'x4' or 5' Half Round	\$15.00	x	_____	=	_____
Table 20"x20"	\$10.00	x	_____	=	_____
White Cloth Table Cover	\$10.00	x	_____	=	_____
Table Skirting	\$15.00	x	_____	=	_____
Folding Chair or Arm Chair	\$5.00	x	_____	=	_____
Carpeting, 10'x10' (various colors)	\$40.00	x	_____	=	_____
Wastebasket	\$5.00	x	_____	=	_____
Easel (tripod)	\$5.00	x	_____	=	_____
Floor Plant	\$20.00	x	_____	=	_____
Extension Cord	\$5.00	x	_____	=	_____
Forklift (In - \$25.00, Out - \$25.00)	\$50.00	x	_____	=	_____
10 amp outlet, 120 volt	\$15.00	x	_____	=	_____
15 amp outlet, 120 volt	\$20.00	x	_____	=	_____
20 amp outlet, 120 volt	\$25.00	x	_____	=	_____
All 208 volt Connection, Call for information	\$35.00	x	_____	=	_____
All 480 volt Connection, Call for information		x	_____	=	_____
Outside Electrical Hook-Up, Call for information		x	_____	=	_____
Television (limited quantity)	\$25.00	x	_____	=	_____
Freight Handling (\$10.00 per 100 lbs.)	PREPAID...	x	_____	=	_____
<u>Technologies</u>					
Wireless Internet Access (Advance Order)	\$35.00	x	_____	=	_____
*See reverse side of sheet for wireless internet access information					
				TOTAL	\$ _____

SHOW NAME: 2018 Wyoming Women's Expo SHOW DATE: 09/21/18 – 09/22/18

COMPANY NAME: _____ BOOTH #: _____

REPRESENTATIVE NAME: _____

PHONE: _____ FAX: _____

Please make checks payable to: Casper Events Center

Mail checks to: Casper Events Center / Exhibitor Services Department / P.O. Box 128, Casper, WY. 82602

If you are paying with a credit card please provide this information so we may contact you for payment:

NAME: _____

DAYTIME PHONE NUMBER: _____

Casper Events Center

Wireless Internet Access

Conditions & Regulations

1. Advanced orders are recommended to accommodate user access. Quantities are limited.
2. A service order must be completed for EACH device that requires access.
3. Payment for services must accompany orders.
4. Checks are to be made payable to the Casper Events Center Exhibitor Services.
5. Credit will not be given for services installed and not used.
6. Notification of cancellation of orders must be received prior to move-in of the show to receive credit for orders.
7. Access information must be picked up at the Exhibitor Services desk during move-in or from operations staff for events other than trade shows after payment has been confirmed.
8. Disputes concerning service must be filed by the exhibitor with Casper Events Center Exhibitor Services prior to the close of the show. Disputes will be resolved in a timely matter.
9. Users must provide their own wireless modems or cards for their equipment.
10. Exhibitors are responsible for the set-up & configuration of their equipment.

Service Information

- Each access will be charged at \$35.00 for the duration of the event (one charge is required for each device)
- You must make sure your computer has wireless capability and is set to obtain an IP and DNS server addresses automatically
- Wireless System uses 802.11 B & G platforms
- Access is a shared T1