



**IMPORTANT! THESE SERVICES ARE PROVIDED BY  
MONONA TERRACE COMMUNITY & CONVENTION CENTER.  
DO NOT SUBMIT THE ATTACHED FORM TO THE EXHIBIT  
SERVICE CONTRACTOR (see instruction below).**

**Jan 2025  
ADVANCE**

## Electrical Notice

**Please be advised that power is not provided with your booth space.** Each exhibitor is responsible for ordering and paying for all electrical hookups. An electrical inventory is conducted to determine if power is being used by each booth. **Plugging into an outlet constitutes an order and you will be charged accordingly.**

Standard 15-amp service provides two outlets suitable for most booth lighting, small appliances and electronic devices. Please check your appliance for electrical requirements.

It is advisable to order your electrical hookup in advance so we will not have to disturb you in your booth while you are with a customer. If you have not made arrangements for an electrical hookup prior to the show move-in day, please come directly to the Utility Service Desk to place your order.

## Internet Notice

**Internet Access** – Monona Terrace offers both wired and wireless internet access. To order a **HARD-WIRED** internet connection, please select “Hard-wired Internet Connection” on the order form.

**WIRELESS** internet access **MAY ONLY BE PURCHASED ON-SITE** at Monona Terrace for \$10.00 per day/per device, with a credit card (Visa, MasterCard, American Express or Discover). This service cannot be ordered in advance.

## General Information

The price list is not a complete list of services and equipment available at Monona Terrace Community and Convention Center. If there is anything else you require, please phone **608-261-4000** and ask to speak to the Event Coordinator.

**Monona Terrace equipment and services are furnished subject to the accompanying Terms and Conditions.**

**Thank you for your cooperation and have a great show!**



**Please email, mail or fax the completed form to Monona Terrace:**

*These methods of delivery are not secure, please do not include any credit card information.*

*Upon receipt of the order form, we will email a secure link to complete payment.*

**Monona Terrace  
One John Nolen Drive  
Madison, WI 53703  
Fax: (608) 261-4049  
[exinfo@mononaterrace.com](mailto:exinfo@mononaterrace.com)**

**DO NOT FAX THIS ORDER TO THE EXHIBIT SERVICE CONTRACTOR (i.e. VALLEY EXPO or WISCONSIN EXPO)!**



# MONONA TERRACE COMMUNITY AND CONVENTION CENTER

ONE JOHN NOLEN DRIVE MADISON, WI 53703 TEL 608 261-4000 FAX 608 261-4049

## 2025 EXHIBITOR SERVICE ORDER - ADVANCE

Qty	Utilities/Internet/Audiovisual	Rate	Ext
	Standard: 10 Amp. Service	\$ 185.00/event	
	20 Amp. Service 2000 Watt 120V	\$ 235.00/event	
	Extension Cord	\$ 45.00/event	
	Power Strip	\$ 45.00/event	
	Water Hookup	\$ 300.00/event	
	Hard-wired Internet Connection 30 mbps	\$ 375.00/event	
	24" LCD Computer Monitor	\$ 68.75/day	
	48" LCD Screen on Stand	\$ 225.00/day	
	60" LCD Screen on Stand	\$ 293.75/day	
	Misc		
	Misc		
	Misc		
	Misc		

MONONA TERRACE equipment and services are furnished subject to the accompanying **Electrical Notice** and the **Terms and Conditions** stated on Page 3 of this form.

- Prices for electricity include cost of electricity and electrician's labor to deliver.
- The charges for outlets will be made on the basis of maximum wattage in use at the time of inspection.
- Equipment prices do not include electricity
- House Services Available: AV Technician available at prevailing rates
- Please contact your Event Coordinator for services and equipment not listed on this form.

(A)	<b>Subtotal</b>		(A)	➤
(B)	<b>20% Discount (Full payment must be received no less than 15 days prior to event move-in date)</b>		(B)	➤
(C)	<b>Subtotal after discount, if applicable</b>	(A) - (B)	(C)	➤
(D)	<b>WI State Sales Tax (required for all orders)</b>	5.5% of (C)	(D)	➤
(E)	<b>TOTAL</b>	(C) + (D)	(E)	➤

### PAYMENT

- ☐ **Cash** ☐ **Check attached**
- ☐ **Please call me to receive my credit card information**
- ☐ **Email a link to pay online with a credit card (Visa, MC, DISC, Amer Exp) to:**
- ☐ **WI State Sales Tax Exempt # \_\_\_\_\_**  
See Terms and Conditions #5

Please complete the following section – all fields required: **DO NOT FAX THIS ORDER TO THE EXHIBIT SERVICE CONTRACTOR - SEE BELOW**

Name of Event		Event Move-In Date
Organization Name	Phone No.	Booth No. (if known)
Organization Street Address	City	State Zip Code
By (Signature)	Print Name	Date
Billing address if different from above (Street, City, State, Zip Code)		
Email Address (required for order confirmation and payment receipt)		Phone No.

Return completed Order Form to **Monona Terrace** at the address shown above, fax to (608) 261-4049 or email to [ExInfo@mononaterrace.com](mailto:ExInfo@mononaterrace.com). To securely place your order online, go to [exhibitor.mononaterrace.com](http://exhibitor.mononaterrace.com)

# Terms and Conditions

## SERVICE ORDER REQUEST AND PAYMENT

1. **A 20% discount** will be applied to prices for orders received with full payment no less than 15 days prior to the event's first scheduled exhibitor move-in date.
2. Payment in full must be rendered prior to start of show. Please DO NOT send cash in the mail.
3. Rates are based upon current rates and are subject to change without notice.
4. All price list items are subject to 5.5% WI State Sales Tax regardless of order origin.
5. Tax exempt clients must submit a Wisconsin State Sales Tax Exemption Certificate — OR — Wisconsin Sales and Use Tax Form S211 (use if out of state). Phone (608) 261-4000 with any questions.
6. Credit will not be given for electrical service or equipment installed and not used.
7. Claims will not be considered unless filed by exhibitor to Monona Terrace prior to close of show.

## SERVICE/EQUIPMENT REQUIREMENTS AND RESTRICTIONS

8. Electrical power supplied to an exhibitor shall not be shared with any other exhibitor.
9. Electrical power for lights and displays will be turned on one half (1/2) hour prior to show opening time and off at show closing time daily.
10. Under no circumstances shall anyone other than authorized Monona Terrace personnel make electrical connections.
11. Special equipment requiring company engineers or technicians for assembly, service, preparatory work and operation may be executed without the Monona Terrace electrician. However, all service connections and overload protection to such equipment must be made only by the Monona Terrace electrician.
12. Requests for special voltage and/or other "Special Connections" must be received by Monona Terrace fifteen (15) days prior to scheduled exhibitor arrival and move-in.
13. All material and equipment furnished by Monona Terrace for this service order shall remain in Monona Terrace and shall be removed ONLY by Monona Terrace personnel at the close of the show.
14. Rates quoted for connections cover only the delivery of service to the booth in the most convenient manner and do not include connecting equipment or special wiring. Rates for special services such as placing cords or relocating service(s) will include a labor charge.
15. Unless otherwise directed, Monona Terrace electricians are authorized to cut floor coverings to permit installation of service.
16. Obstructions blocking utility floor boxes are subject to relocation as necessary.
17. All exhibitors' cords must be of 3 wire grounded type. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.
18. All equipment must be properly tagged and wired with complete information as to type of current, voltage, phase, cycle, horsepower, etc.
19. All equipment, regardless of source of power, must comply with all federal, state and local safety codes.
20. Use of open clip sockets, latex or lamp cord wire, duplex or triplex attachment plugs in exhibits is prohibited.
21. Wall, column and permanent building utility outlets are not a part of booth space and are not to be used by exhibitors.
22. Only Gaffers Tape may be used on our floors.
23. **The above listed conditions and regulations are not all inclusive. Additional rules may apply.**