

CAPITOL PLAZA HOTEL

1717 SW TOPEKA BLVD.
 TOPEKA, KANSAS 66612
 (785) 431-7200 Fax (785) 235-0194

Exhibit Booth and Display Electrical/Internet Form

Terms (please read)

Retain a copy for your records

- Return form and payment to the Capitol Plaza Hotel.
- **The form and payment must be received no later than 2 weeks prior to show opening to guarantee electrical set up.**
- All requests for services after your arrival are subject to the availability of equipment and services of our electricians. All advance orders will be given priority.
- If you are not certain of your requirements, please call for assistance
- 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

Name of Convention _____		Show date _____	
Company Name _____			
Street Address _____			
City _____		State _____	Zip Code _____
Contact Name _____		Company Phone # _____	
Method of Payment <input type="checkbox"/> Cash <input type="checkbox"/> Check <input type="checkbox"/> Credit Card Make checks payable to: Capitol Plaza Hotel			
Authorized Signature _____			

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 amount of outlets.

ELECTRICAL CIRCUITS:

120 VOLT, SINGLE PHASE

Quantity		Pre-paid Price	Day of event	Total
_____	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	_____

220 VOLT, SINGLE PHASE

_____	110 outlet/30 amps	\$150.00	\$175.00	_____
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208 VOLT AC Single phase Service

_____		\$250.00	\$275.00	_____
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208 VOLT AC Three Phase Service

_____		\$345.00	\$370.00	_____
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INTERNET ACCESS (Provided by Capitol Plaza Hotel)

_____ \$100.00 _____

(The following items are required to access the Internet)

1. A computer with Microsoft Windows 95/98 or newer, NT v4.0, CE or Mac.
2. An Ethernet card. (If you don't have one, you can easily pick one up at a local computer store)
3. A web browser (Netscape Navigator or Microsoft Internet Explorer)

PHONE LINES

If a phone line is required, exhibitor will need to contact Southwestern Bell Telephone and arrange for a temporary phone line to be installed. (Southwestern Bell Telephone 1-800-464-7928) Please contact the hotel (prior to installation) if these arrangements have been made. Southwestern Bell Telephone will need to identify your company and conference name before installation will be allowed.

It is our intent to provide quality utility services for our client. However, the Capitol Plaza Hotel cannot be responsible for any damages to electrical, mechanical and computer equipment which is caused by power surge, voltage drop, loss of building power by Public Service 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.