



EXHIBIT SPECIAL LIGHTING ORDER FORM

Return to: INDIANA CONVENTION CENTER & LUCAS OIL STADIUM
ATTN: EVENT COORDINATION DEPARTMENT
100 South Capitol Avenue Indianapolis, IN 46225
(317) 262-3400 Fax (317) 262-3685

The ICCLOS can provide special lighting for exhibit booths in a limited amount. **IT IS CRUCIAL THAT YOU CONTACT YOUR EVENT COORDINATOR AT 317.262.3400 BEFORE YOU PLACE THE ORDER.** Upon permission from the Event Coordinator, complete this form and return to the address noted above **NO LESS THAN 14 WORKING DAYS PRIOR TO INSTALLATION DATE.** Special exhibit booth lighting is provided on a first-come, first-served basis. **(Please print or type)**

Date: _____ E-Mail Address: _____

Event Name: _____ Booth Number: _____

Company Name: _____

Street Address: _____

City: _____ State: _____ ZIP: _____ Phone: _____

PAYMENT INFORMATION: AMX Discover MasterCard Visa

Acct. # _____ Authorization Code _____ Exp. Date _____

I authorize post-show billing on a time and materials basis.

Authorized by: _____ Signature: _____
(Please print)

Will your booth have a sign/banner to hang from the ceiling? Yes No

Has an order for a sign/banner been placed with us? Yes No

Installation Date & Time: _____

ON-SITE CONTACT: _____ ON-SITE CONTACT CELL PHONE #: _____

Special requests / instructions: _____

EXHIBIT SPECIAL LIGHTING REGULATIONS:

1. Order form must be accompanied by a blue print of booth, indicating area(s) to light.
2. To secure client satisfaction, a designated person, with the ability to make decisions for the booth, must be present during installation/light focus.
3. All lights must be installed/focused and removed by ICCLOS personnel.
4. Upon receipt of order form and blue print by the Event Coordination Department, order is reviewed based on the location of booth in the exhibit hall. The Event Coordinator will confirm only then whether your request is possible.
5. Charges to the client will include labor to install, focus and dismantle lights, rental charge of lift needed and labor to turn lights on/off on show days. The ICCLOS is not responsible for any lights that may burn out during show days. If possible, lights may be replaced after show hours. The cost to replace lights is the responsibility of the client. Possibility depends on availability of labor, location of booth, and aisle carpet.