



**UTAH VALLEY CONVENTION CENTER**  
**EXHIBITOR SERVICE ORDER FORM**  
 220 WEST CENTER STREET  
 PROVO, UTAH 84601  
 WWW.UTAHVALLEYCONVENTIONCENTER.COM  
 PHONE: (801) 851-2200 FAX: (801) 851-2220  
 exhibitor@utahvalleycc.com



**FURNITURE & MISCELLANEOUS**

<b>Event:</b>	<b>Company Name:</b>		
<b>Event Dates:</b>	<b>Mailing Address:</b>		
<b>Exhibit Location/Booth:</b>	<b>City:</b>	<b>State:</b>	<b>Zip:</b>
<b>Ordered By:</b>	<b>Phone:</b>	<b>Fax:</b>	
<b>On-Site Contact:</b>	<b>E-mail:</b>		

EQUIPMENT	QTY	ADVANCED PRICE	DAY OF SHOW PRICE	TOTAL
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**EXHIBIT FURNITURE MAY ONLY BE ORDERED IF UVCC IS SERVING AS THE SHOW DECORATOR**

10x10 Exhibitor Booth (8'h. back drape; 3'h side drape; 1 skirted exhibit table; 2 chairs, wastebasket, & booth ID sign)		INCLUDED	INCLUDED	
8' x 30" Skirted Exhibitor Table		\$20.00	\$25.00	
8' x 30" Exhibitor Table		\$10.00	\$15.00	
72" Round Table		\$15.00	\$20.00	
Folding Chair (Non-cushion)		\$2.00	\$3.00	
Barstool		\$15.00	\$25.00	
Cocktail table 30" Round		\$15.00	\$25.00	
Dance Floor (3'x3' Sections)		\$10.00	\$15.00	
3' high pipe & drape		\$2.00 ft.	\$3.00 ft.	
8' high pipe & drape		\$4.00 ft.	\$5.00 ft.	
Tensa Barrier Post with Retractable Rope		\$10.00	\$15.00	
Non-Motor Pallet Jack		\$25/hour	\$30/hour	
Forklift with Driver **		\$75/hour	\$85/hour	
Scissor Lift with Operator **		\$75/hour	\$85/hour	
Tripod Easel		\$7.00	\$10.00	

**EXHIBITOR REMINDER:**  
  
 IF YOU NEED POWER OR INTERNET FOR YOUR BOOTH, TAKE ADVANTAGE OF THE 14 DAY ADVANCED PRICING.

PLEASE MAKE CHECK PAYABLE TO UTAH VALLEY CONVENTION CENTER.

\*\* (2) hour minimum

PAYMENT INFORMATION	
<b>Credit Card Type:</b>	<b>Credit Card Number:</b>
<b>Expiration Date:</b>	<b>Security Code</b> (Last 3 digits on back of card or 4 digits on front of Amex.)
<b>Name on card (Please Print)</b>	
<b>Signature</b>	<b>Date</b>
<b>Billing Address:</b>	
<b>City:</b>	<b>State:</b> <b>Zip:</b>

**CANCELLATION POLICY**  
 If cancellation occurs before installation and more than 6 days prior to the first scheduled move-in day: 90% REFUND.  
 If cancellation occurs before installation but 6 days or less prior to the first scheduled move-in day: 75% REFUND.  
 If cancellation occurs after installation or after the start of the first scheduled move-in day: NO REFUND.  
 All terms, conditions, and rates on this form are subject to change at any time without notice.

**SUBTOTAL**

x 7.25% Sales Tax

**TOTAL**

\$
\$