



UTAH VALLEY CONVENTION CENTER EXHIBITOR SERVICE ORDER FORM

220 WEST CENTER STREET
PROVO, UTAH 84601
WWW.UTAHVALLEYCONVENTIONCENTER.COM
PHONE: (801) 851-2211 FAX: (801) 851-2220
brichardson@utahvalleycc.com



TELECOMMUNICATIONS / AUDIO VISUAL

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

EQUIPMENT	QTY	14 DAY ADV PRICE	REG PRICE	TOTAL
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**ADVANCED PRICING IS VALID WITH FULL PAYMENT RECEIVED
14 CALENDAR DAYS PRIOR TO EVENT MOVE IN.**

*WIRELESS PUBLIC INTERNET		FREE	FREE	
*WIRED INTERNET CONNECTION		\$ 75	\$ 100	
*(8) PORT SWITCH		\$ 100	\$ 150	
*PHONE LINE		\$ 100	\$ 150	
*CONFERENCE CALL PHONE WITH LINE		\$ 150	\$ 200	
*CABLE TV (TV must be cable ready)		\$ 50	\$ 75	
*6'x6' TRIPOD PROJECTION SCREEN W/SKIRT		\$ 60	\$ 100	
*3500 LUMEN PROJECTOR		\$ 250	\$ 300	
32" LCD HD Monitor/TV – tabletop (BOA)		\$ 150	\$ 200	
42" LCD HD Monitor/TV – floor stand (BOA)		\$ 200	\$ 250	

* ALL ABOVE PRICING IS PER DAY PRICING

**All telephone connections
require that you dial 9 to
get an outside line**

Please make checks
payable to:
Utah Valley Convention
Center

PAYMENT INFORMATION

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

SUBTOTAL

7.25% Sales Tax

TOTAL

\$	
\$	

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.