



# 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  
[bfisher@utahvalleycc.com](mailto:bfisher@utahvalleycc.com)



## TELECOMMUNICATIONS / AUDIO VISUAL

<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	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

<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>

**SUBTOTAL**      \$

6.85% 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.