



**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



INTERNET / 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	TAX	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		\$ 200	\$ 250		
*(8) PORT SWITCH		\$ 125	\$ 150	x7.45%	
*CABLE TV (TV must be cable ready)		\$ 100	\$ 150	x7.45%	
*6'x6' TRIPOD PROJECTION SCREEN W/SKIRT		\$ 60	\$ 100	x7.45%	
*4000 LUMEN PROJECTOR HDMI		\$ 250	\$ 300	x7.45%	
32" LCD HD Monitor/TV – tabletop (BOA)		\$ 150	\$ 200	x7.45%	
42-46" LCD HD Monitor/TV –floor stand (BOA)		\$ 250	\$ 300	x7.45%	

* ALL ABOVE PRICING IS PER DAY PRICING

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:

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.

TOTAL

\$
