



**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

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+ DAYS ADVANCED PRICE	LESS THAN 14 DAYS REG PRICE	TAX	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	x7.45%	
8' x 30" Skirted Exhibitor Table	\$20.00	\$25.00	x7.45%	
8' x 30" Exhibitor Table (no linen or skirt)	\$10.00	\$15.00	x7.45%	
72" Round Table (w/ black linen)	\$20.00	\$25.00	x7.45%	
Folding Chair (Non-cushion)	\$4.00	\$5.00	x7.45%	
Barstool	\$25.00	\$30.00	x7.45%	
Cocktail table 30" Round	\$20.00	\$25.00	x7.45%	
3' high pipe & drape	\$3.00 ft.	\$4.00 ft.	x7.45%	
Tripod Easel	\$10.00	\$12.00	x7.45%	
8' high pipe & drape	\$4.00 ft.	\$5.00 ft.	x7.45%	
Tensa Barrier Post with Retractable Rope	\$15.00	\$20.00	x7.45%	
Non-Motor Pallet Jack	\$25/hour	\$30/hour	x7.45%	
Forklift with Driver **	\$90/hour	\$100/hour	x7.45%	
Scissor Lift with Operator **	\$90/hour	\$100/hour	x7.45%	

** (2) hour minimum

**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.

PAYMENT INFORMATION	
Credit Card Type:	Credit Card Number:
Expiration Date:	Security Code
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

\$
