



UTAH VALLEY CONVENTION CENTER

EXHIBITOR SERVICE ORDER FORM

220 West Center Street; Suite 200
Provo, UT 84601
(801) 851-2200 ~ exhibitor@utahvalleycc.com
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

Item Description	QTY	14+ DAYS ADVANCED PRICE	LESS THAN 14 DAYS REG PRICE	TAX	TOTAL
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

\$