



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



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	ADVANCED PRICE	DAY OF SHOW PRICE	TOTAL
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EXHIBIT FURNITURE MAY ONLY BE ORDERED IF UVCC IS SERVING AS THE SHOW DECORATOR

	INCLUDED	INCLUDED	
10x10 Exhibitor Booth (8'h. back drape; 3'h side drape; 1 skirted exhibit table; 2 chairs, wastebasket, & booth ID sign)			
8' x 30" Skirted Exhibitor Table	\$20.00	\$25.00	
8' x 30" Exhibitor Table	\$10.00	\$15.00	
72" Round Table	\$15.00	\$20.00	
Folding Chair (Non-cushion)	\$2.00	\$3.00	
Barstool	\$15.00	\$25.00	
Cocktail table 30" Round	\$15.00	\$25.00	
Dance Floor (3'x3' Sections)	\$10.00	\$15.00	
3' high pipe & drape	\$2.00 ft.	\$3.00 ft.	
8' high pipe & drape	\$4.00 ft.	\$5.00 ft.	
Tensa Barrier Post with Retractable Rope	\$10.00	\$15.00	
Non-Motor Pallet Jack	\$25/hour	\$30/hour	
Forklift with Driver **	\$75/hour	\$85/hour	
Scissor Lift with Operator **	\$75/hour	\$85/hour	
Tripod Easel	\$7.00	\$10.00	

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.

** (2) hour minimum

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.

SUBTOTAL

x 7.25% Sales Tax

TOTAL

\$
\$