



**EXHIBITOR SERVICE ORDER FORM**

800 Wabash Avenue  
 Terre Haute, IN 47807  
[www.TerreHauteCC.com](http://www.TerreHauteCC.com)

[info@TerreHauteCC.com](mailto:info@TerreHauteCC.com)

**FURNITURE & MISCELLANEOUS**

<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	ADVANCED PRICE	DAY OF SHOW PRICE	TOTAL
-----------	-----	----------------	-------------------	-------

**EXHIBIT FURNITURE MAY ONLY BE ORDERED IF THCC 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)		\$50.00	\$50.00	
6' x 30" Skirted Exhibitor Table		\$15.00	\$20.00	
6' x 30" Exhibitor Table		\$10.00	\$15.00	
72" Round Table		\$10.00	\$15.00	
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		\$3.00 ft.	\$4.00 ft.	
8' high pipe & drape		\$3.00 ft.	\$6.00 ft.	
Tensa Barrier Post with Retractable Rope		\$10.00	\$15.00	
Non-Motor Pallet Jack		\$25/hour	\$30/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.

CHECK PAYABLE TO TERRE HAUTE CONVENTION CENTER.

\*\* (2) hour minimum

**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**

\$

x 7% 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.