



EXHIBITOR SERVICE ORDER FORM

800 Wabash Avenue
Terre Haute, IN 47807

www.TerreHauteCC.com

info@TerreHauteCC.com

TELECOMMUNICATIONS / 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	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		\$ 75	\$ 100	
*(8) PORT SWITCH		\$ 100	\$ 150	
*PHONE LINE		\$ 100	\$ 150	
*CONFERENCE CALL PHONE WITH LINE		\$ 150	\$ 200	
*CABLE TV (TV must be cable ready)		\$ 50	\$ 75	
*6.5'x3.5' PORTABLE SCREEN		\$ 75	\$ 125	
*3500 LUMEN PROJECTOR		\$ 250	\$ 300	
TV on Stand		TBD	TBD	

Please make checks payable to:
Terre Haute Convention Center

* ALL ABOVE PRICING IS PER DAY PRICING

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:

SUBTOTAL

\$
\$

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.