



EXHIBITOR SERVICE ORDER FORM

800 Wabash Avenue
 Terre Haute, IN 47807
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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 |
|-----------|-----|----------------|-------------------|-------|
|-----------|-----|----------------|-------------------|-------|

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 | |
| 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

| | |
|------------------------------------|--|
| 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% Sales Tax | |
| TOTAL | \$ |