

EVENT: _____		EVENT DATE: _____	
COMPANY NAME: _____		BOOTH NO: _____	
ADDRESS: _____			
CITY: _____		STATE: _____	ZIP: _____
PHONE: _____		FAX: _____	
Ordered by: _____		On-site contact: _____	
E-Mail: _____ (Receipts will be sent to this address)			

Orders must be received four (4) business days prior to event to qualify for "pre order" pricing.

	<u>Quantity</u>	<u>Pre Order</u>	<u>Day of Order</u>	<u>Total</u>
<b>20 Amp 110V Power Connection</b>	_____	\$65.00 (per day)	\$85.00 (per day)	\$ _____
-Includes standard power connection via one extension cord.				
<b>Wired Internet Access</b>	_____	\$25.00(per day)	\$50.00(per day)	\$ _____
<b>Wireless Internet Access</b>	_____	\$5.00(per day)	\$5.00(per day)	\$ _____

**Audio Visual Rental**

(For multiple AV rentals contact the sales department. Items ordered day of show are not guaranteed available)

**Additional Rentals: (Prices are per day)**

Chairs	_____	\$5 Each		\$ _____
Tables	_____	\$10 Each		\$ _____
Garbage Cans	_____	\$5 Each		\$ _____

**Special Services**

Misc. Labor (one hour min) \_\_\_\_\_ Hours \$55.00 per/hr \$ \_\_\_\_\_

Hanging Fee: \$145.00 + Labor \* Advanced Orders Only\*

Prices shown include tax and applicable service charges.

**Payment must be received before service is provided.**

There will be a 2.75% surcharge fee on all credit card transactions. You will not have to pay surcharge fee if paid with check, cash or debit card

**(2.75% Surcharge Credit Card Fee)** \$ \_\_\_\_\_

**Total** \$ \_\_\_\_\_

\_\_ Credit                      \_\_ Check                      \_\_ Cash                      \_\_ Debit Card (Needs to come in to pay)

Credit Card Number \_\_\_\_\_ Exp. Date \_\_\_\_\_

Name as it appears on card \_\_\_\_\_

\*\*\*Please make checks payable to the Davis Conference Center\*\*\*

## TELECOMMUNICATIONS CONDITIONS AND REGULATIONS

- Pre order rates are available until four (4) business days before the show begins moving in. After that the standard order rate applies.
- Payment for services must accompany orders to qualify for advanced order rates.
- Checks are to be made payable to Davis Conference Center.
- Credit will not be given for services installed and not used.
- Quantities of power/electrical services are limited. Please order early to ensure availability. Orders will be filled on a first come, first serve basis.
- Notification of cancellation must be received a minimum of three days prior to show move-in
- Power Equipment must be picked up at the service desk during move-in. Power Equipment must be returned to the service desk within one hour of show close.
- All changes from original order will be assessed a relocation charge of \$55.00 per line.
- All exhibitor services will be disconnected on the last day of the event, thirty minutes after the official closing time.
- Davis Conference Center is not responsible for lost or damaged equipment while in the exhibitors' possession. A replacement fee will be assessed on all equipment not returned.
- All prices are for rental only materials and equipment. Materials and equipment used in installation remains the property of the Davis Conference Center.
- Under no circumstance shall anyone other than Davis Conference Center technicians do any special wiring in the convention center without prior approval.
- Rates quoted for all services include bringing the requested communication services to the booth in the most convenient manner and do not include special wiring, over-head drops and/or special set-up or installation of power/electrical equipment. Addition labor charges will be assessed when special services are required.
- Copies of all charges will be faxed approximately one week after show close.
- The exhibitor must file disputes concerning service with the Davis Conference Center prior to the close of the show.
- Payment in full must be rendered on all orders when order is placed. **NO EXCEPTIONS PLEASE.** All payments are in US Dollars. All additional services provided at the show must be paid in full at the time of request. Any long distance charges incurred at the show will be charged to the exhibitors' credit card.
- This order form is accurate as of April 26, 2019. If you have received an order form that is more than one year past this date please call (801) 416-8888