



Facility Services
9575 South State Street
Sandy, UT 84070
(801) 565-4411 voice
(801) 565-4454 fax

ENGINEERING ORDER FORM

Event: _____	Event Date: _____
Company Name: _____	Booth / Location: _____
Address: _____	
City: _____	State: _____ Zip: _____
Phone: _____	Fax: _____
Ordered By: _____	Email Address: _____

	<u>Quantity:</u>	<u>Advanced Order:</u>	<u>Standard Order:</u>	<u>Total:</u>
Water Fill / Empty (Up to 500 Gallons*) -				
0-99 gallons	_____	\$80.00	\$90.00	_____
100-500 gallons	_____	\$160.00	\$190.00	_____
*for fills over 500 gallons, please call for quote				
Compressed Air Connection -	_____	\$160.00	\$190.00	_____
Cold Water Connection -	_____	\$170.00	\$200.00	_____
Drain Line -	_____	\$130.00	\$150.00	_____
Natural Gas Connection -	_____	\$195.00	\$225.00	_____
(Regulator not included)				
			TOTAL	_____

Payment must be received before service is provided. Payment can be made by Check, Visa, Master Card or American Express. See reverse side for conditions and regulations. Return this form to South Towne Expo Center Facility Services 9575 South State Street, Sandy, UT 84070 or fax to (801) 565-4454.

Card Number: _____	Expiration Date: _____
Name: _____	Signature: _____

Scheduling and Placement:


Install time: _____

Uninstall time: _____

On-site Contact: _____

Booth Layout _____ x _____

(BACK)



Please indicate line location



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ENGINEERING CONDITIONS AND REGULATIONS

1. Payment for services must accompany orders to qualify for advanced order rates.
2. Checks are to be made payable to South Towne Expo Center.
3. Credit will not be given for services installed and not used.
4. Quantities of some services are limited. Please order early to ensure availability. Orders will be filled on a first come, first serve basis.
5. Notification of cancellation must be received a minimum of five days prior to show move-in.
6. All changes from original order will be assessed a relocation charge of \$75.00 per line.
7. All exhibitor services will be disconnected on the last day of the event, thirty minutes after the official closing time.
8. South Towne Expo Center is not responsible for lost or damaged equipment while in the exhibitor's possession. A replacement fee will be assessed on all equipment not returned.
9. All prices are for rental of materials and equipment. Materials and equipment used in installation remain the property of the South Towne Expo Center.
10. Under no circumstances shall anyone other than South Towne Expo Center employees do any special hookups in the convention center without prior approval.
11. Rates quoted for all services include bringing the requested services to the booth in the most convenient manner and do not include special equipment, over-head drops and/or special placement of services. Additional labor charges will be assessed when special services are required.
12. Copies of all charges will be faxed approximately one week after show close.
13. Disputes concerning service must be filed by the exhibitor with the Facility Services Department prior to the close of the show. Disputes will be resolved by the South Towne Expo Center in a timely manner.
14. 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 exhibitor's credit card.
15. This order form is accurate as of September 1, 2009. If you have received an order form that is more than one year past this date please call (801) 565-4411 to obtain a current form.