



Facility Services
9575 South State Street
Sandy, Utah 84070
(801) 565-4414
(801) 565-4454 Fax

LIFT KEY SIGN IN-SIGN OUT FORK/SCISSOR/BOOM/PALLET JACK

Event Name: _____	Event Date: _____
Company Name: _____	Location: _____
Address: _____	
City: _____	State: _____ Zip: _____
Phone: _____	Fax: _____
Ordered by: _____	On-Site Contact: _____

Description	Date/Time Out	Initials	Date/Time Returned	Initials	Total Hours

Payment must be received before service is provided. Payment can be made by Visa, Master Card or American Express. See reverse side for conditions and regulations.

SUBTOTAL	\$ _____
TAX (6.85%)	\$ _____
TOTAL	\$ _____

Bill to Credit Card

Card Number: _____ Expiration Date: _____

Name: _____ Signature: _____

Bill to Final Event Settlement

 Bill to Decorator

Name: _____ Signature: _____

To be completed at time of rental:

Note (Damage, requirements, etc.): _____

I hereby acknowledge receipt of the above equipment from the South Towne Exposition Center. I acknowledge by signing this agreement that I have read and agree to the terms and conditions stated on the back of this agreement, which terms are hereby made a part hereof acknowledgment of receipt by lessee's employee, agent, teamster or other authorized person shall conclusively constitute lessee's agreement to this lease.

Lessee Signature: _____ Date: _____

Proof of Certification (For Lifts and Pallet Jack Rentals): Expires: _____

Checked by: _____

EQUIPMENT RENTAL CONDITIONS AND REGULATIONS

1. Rental rates are based upon the hours, days or weeks stated therein. Rental charges shall commence when South Towne makes equipment available to lessee and end upon return of equipment to the location where it was originally made available to the lessee. No allowance shall be made for Saturdays, Sundays, or holidays or time when equipment is not in use while in lessee's possession.
2. Lessee shall use the equipment in a careful and proper manner and shall comply with all laws, ordinances, and regulations relating to the possession, use, or maintenance of the equipment. When a limitation on use accompanies the identification and description of particular items of equipment, lessee shall use such items of equipment only for the stated use.
3. Lessee shall provide for the registration and licensing of any equipment wherever required, shall permit the equipment to be operated only by competent and certified employees, and shall insure that the equipment is not subjected to careless or needless rough usage.
4. Lessee agrees that it will make no alterations in the equipment without obtaining prior written permission from South Towne, SMG, and Salt Lake County. All additions to and improvements of the equipment of any kind shall immediately become the property of South Towne, SMG and Salt Lake County and subject to the terms of this lease.
5. On expiration of the rental term for any particular item of equipment, lessee agrees to deliver at its own expense the said items in good condition, ordinary wear and tear resulting from proper use thereof alone excepted, and free and clear of encumbrances, to the location at which it was obtained, or to such other location as South Towne may designate that does not increase the cost of delivery.
6. Lessee accepts the equipment on an "as is" basis. Lessee acknowledges receipt of all equipment in working condition and declares that lessee fully understands its proper operation and use. Lessee acknowledges that he has examined said equipment and has received the same in a secure and operative condition, or if not, in a condition as noted by both parties herein.
7. Lessee hereby assumes all risks of loss of and damage to the equipment from any cause, and agrees to return it to South Towne in as good of condition as when received, normal wear and tear excepted. No loss of or damage to the equipment shall impair any obligation of lessee under this agreement, and all such obligations shall continue in full force and effect until otherwise discharged.
8. In the event of loss of or damage to the equipment, lessee at the option of South Towne shall:
 - Replace the same in good repair;
 - Replace the same with like equipment in good repair, which equipment shall thereupon become the property of South Towne, and subject to this lease; or
 - Pay the South Towne Expo Center therefor in cash the market value of the equipment.
9. Liability for injury, disability, and death of workmen and other persons caused by the operation, handling or transportation of the equipment during the rental period shall be assumed by lessee, and lessee shall indemnify South Towne, SMG, and Salt Lake County against all such liability.
10. Lessee shall at all times keep the equipment insured in the amount of at least the market value of each item of equipment specified herein for all such risks as South Towne shall require, and lessee shall further maintain a personal liability insurance policy.
11. South Towne, SMG, and Salt Lake County makes no warranties, expressed or implied, including merchantability or fitness for purpose, as to the equipment leased, and assumes no responsibility for its condition.

This order form is accurate as of February 10, 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.