



SALT PALACE

CONVENTION CENTER

Facility Services
 100 South West Temple
 Salt Lake City, UT 84101
 (801) 534-6382 voice
 (801) 534-6390 fax

OFFICE EQUIPMENT ORDER FORM

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

Computer Rentals - Desktops*

Standard Pentium III Package -

700 Mhz Intel PIII Processor, 256MB Memory, 10G Hard Drive, 56K Modem + 10/100 Ethernet, AGP Shared Graphics Controller, 50x CDROM / 1.44 Floppy, Standard PS2 Keyboard & Mouse, 15" Monitor. OS: Win98se or Windows 2X Pro, Office: MS2000 or Corel 2000

Quantity: \$ Day: \$Week: Total:

_____ \$125.00 \$350.00 _____

Standard Pentium III Package w/ upgrade to 17" Monitor -

_____ \$175.00 \$400.00 _____

Deluxe Pentium 4 Package -

1.4 Ghz Intel P4 Processor, 256MB Memory, 10G Hard Drive, 56K Modem + 10/100 Ethernet, AGP Shared Graphics Controller, 50x CDROM / 1.44 Floppy, Standard PS2 Keyboard & Mouse, 15" Monitor. OS: Win98se or Windows 2X Pro, Office: MS2000 or Corel 2000

_____ \$175.00 \$400.00 _____

Deluxe Pentium 4 Package w/ upgrade to 17" Monitor -

_____ \$225.00 \$450.00 _____

Computer Rentals - Laptops*

Standard Laptop Package -

400 Mhz Intel PII Processor, 64MB Memory, 4G Hard Drive, CDROM /1.44 Floppy, OS: Win98se, Office: MS2000 or Corel 2000

_____ \$125.00 \$350.00 _____

Deluxe Laptop Package-

500 Mhz Intel PIII Processor, 128MB Memory, 6G Hard Drive, CDROM /1.44 Floppy, OS: Win98se, Office: MS2000 or Corel 2000

_____ \$175.00 \$400.00 _____

***Most software programs available, call (801) 534-6382 to customize your computer rental package. Other computer options and equipment also available, call for availability and rates.**

Office Equipment -

HP LaserJet 1200N Printer - other options available, call for quote

_____ \$75.00 \$200.00 _____

Plain Paper Fax -

_____ \$50.00 \$150.00 _____

Copy Machine (full size, 32ppm) - other options available, call for quote

_____ \$150.00 \$500.00 _____

Cellular Phone (AT&T, airtime 2 hour minimum) -

_____ \$15.00 per day + airtime _____

Two Way Radio - advance notice required.

Call for Quote _____

People Movers -

Wheelchair -

_____ \$20.00 \$50.00 _____

Electric Scooter -

_____ \$75.00 \$200.00 _____

Golf carts are also available. Advance notice required. Call for quote.

Payment must be received before service is provided. Payment can be made by Check, Visa, Master Card or American Express. A credit card is required to be on file for all equipment rentals. See reverse side for conditions and regulations. Return this form to: Salt Palace Facility Services 100 South West Temple, Salt Lake City, UT 84101 or fax to (801) 534-6390.

SUBTOTAL _____

TAX (6.6%) _____

TOTAL _____

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



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EQUIPMENT RENTAL TERMS & CONDITIONS

1. Checks are to be made payable to Salt Palace Convention Center.
2. A valid credit card must be on file for all equipment rentals.
3. Credit will not be given for equipment issued and not used.
4. Quantities of some equipment is 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 ten days prior to show move-in.
6. All equipment must be signed for at the Business Center during move-in. Equipment must be returned to the Business Center within one hour of show close. Booth pick-up and delivery can be arranged with prior notification.
7. Printers, fax machines and copiers come with a limited amount of paper stock. Paper is available for purchase at the Business Center
8. Salt Palace Convention 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.
9. All prices are for rental of materials and equipment. Materials and equipment used remain the property of the Salt Palace Convention Center.
10. Copies of all charges will be faxed approximately one week after show close.
11. 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 Salt Palace in a timely manner.
12. 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.
13. This order form is accurate as of January 1, 2003. If you have received an order form that is more than one year past this date please call (801) 534-6382 to obtain a current form.