

AN INDEPENDENT MUNICIPAL FINANCIAL ADVISORY AND CONSULTING FIRM

July 30, 2021

Re:

UASD Convention

November 3-5, 2021

Dear Associate Member:

As an Associate Member of the Utah Association of Special Districts and a member of the Board of Directors, let me express our appreciation for your past support of the UASD and their annual convention.

We are planning ahead to determine the level of interest in exhibit space for the 2021 – 32nd annual convention and would ask that you please RSVP at your earliest convenience (no later than August 31, 2021) by completing and mailing the enclosed registration form, along with your exhibitor fee (see attached payment authorization form), to Karla Thomas at the address provided. Exhibitors may participate at one of three levels: Platinum, Gold or Silver. Please refer to the enclosed matrix and policy narrative for additional benefits of registering at one of these sponsorship levels.

Vendor registration and set-up will be Wednesday morning from 8:00 to 10:30 am and breakdown will be at 5:00 p.m. Thursday afternoon following the last drawing. Vendors are welcome at the breakfast on Friday morning. Also, the convention will be held this year at the Utah Valley Convention Center.

See the attached narrative for additional information regarding requests for booth location. Emails will also be accepted to determine priority for booth preference, providing that payment has been received.

Once again, thank you for your past support of the Association and its annual convention. Should you have any questions or comments, please don't hesitate to call either me or Karla Thomas.

Sincerely,

David Robertson

D.D. Roset



UTAH ASSOCIATION OF SPECIAL DISTRICTS 32ND ANNUAL CONVENTION

NOVEMBER 3-5, 2021

UTAH VALLEY CONVENTION CENTER 220 W CENTER ST. PROVO, UTAH

ASSOCIATE MEMBER EXHIBITOR CONFIRMATION FORM:

Exhibit Days: Wednesday & Thursday, November 3-5, 2021

Exhibit Set-up: Wednesday 8:00 a.m. to 10:30 a.m.

Exhibits open: Wednesday 11:00 a.m.

Exhibit Take-down: Thursday 5:00 p.m. after prize drawing

| Organization: | | | | | |
|----------------------------|--------------|----------------|----------------|--------------|--------------------------|
| Address: | | | | | |
| Sponsorship Level: Si | lver (\$600) | Gold (\$1,000) | Platinum | (\$1,500) | |
| Contact Name: | | | Attendee #1: | | |
| Phone: | | | Attendee #2: | | |
| Fax: | | | Attendee #3: | | (Gold/Platinum Sponsors) |
| E-mail: | | | Attendee #4: | | (Platinum Sponsors) |
| | | ר | Thursday Brea | kfast Count: | |
| Booth # Preference (top 3) | : | | Thursday Lunc | h Count: | |
| | | I | Friday Breakfa | st Count: | |

PLEASE MAIL COMPLETED CONFIRMATION FORM AND THE APPROPRIATE EXHIBITOR SPONSORSHIP FEE TO:

(CHECK MADE PAYABLE TO: UTAH ASSOCIATION OF SPECIAL DISTRICTS OR PAYMENT BY CREDIT CARD USING ENCLOSED FORM)

Lewis Young Robertson & Burningham, Inc. Attn: Karla Thomas 41 N. Rio Grande, Suite 101 Salt Lake City, Utah 84101

Telephone: (801) 596-0700 / E-mail: Karla@lewisyoung.com

^{*}REQUESTS REGARDING BOOTH LOCATION WILL BE DETERMINED BASED UPON THE ATTACHED CRITERIA.



UASD Convention Exhibitor Policy

The Board of Directors of the Utah Association of Special Districts desires to provide a consistent and effective experience for all vendors and event sponsors at its annual convention. The UASD appreciates the participation of vendors and sponsors and the significant contribution you make to the success of the convention.

The involvement and cooperation of all vendors and sponsors is necessary to insure every participant has equal access and exposure to clients and customers. In order to achieve this goal, the UASD respectfully asks that all vendors and sponsors of events abide by the following:

General Policy

- 1- Only a UASD Associate Member is eligible to be an exhibitor at the UASD annual convention.
- 2- The cost of internet service and electricity etc. are discretionary. All registered vendors may arrange for these services directly through the convention center.

Sponsorship

- 1- There are three levels of sponsorship, silver, gold, and platinum.
 - Silver- \$600 exhibiting fee
 - Gold \$1,000 exhibiting fee
 - Platinum \$1,500 exhibiting fee (Event sponsorships are included in the cost of Platinum and Gold exhibitor sponsorship. Please see attached matrix for additional benefits and explanation of event sponsorships)
- 2- A prior-year sponsor of an event will be extended the first right to request sponsorship of the same event or item at the following year's convention.
- 3- Other than provided in item 2, sponsorships will be available on a first-come first-serve basis.
 - a. First come, first serve is defined as:
 - i. Associate Membership dues have been received by the UASD.
 - ii. Exhibitor fees have been received by the UASD.
 - iii. The exhibitor registration packet has been completed and returned to the UASD.
- 4- For sponsors of events breakfast, lunch and dinner you may take a minute at the podium to introduce the name of your company, yourself and staff members in attendance.

Registration Packet Advertisements

1- Registration Packet advertisements will be 8½ X 11, and may be either single or double sided. Please 3-hole punch all advertisements for insertion into the binders. Advertisements will be prepared and provided by the exhibitor to the UASD by October 1st, ready for insertion into the convention binder.

Please deliver advertisements to:

UASD 1272 West 2700 South Syracuse, UT 84075

2- Advertisements will be placed behind a tab for exhibitor/sponsor items and will be presented in alphabetical order.

Exhibitor Space Selection & Booth Activities

- 1- Table selection will be made by a drawing twice each month prior to the convention. (on the 1^{st} and the 15^{th})
- 2- Exhibitors will be eligible to participate in each drawing after:
 - i. Associate Membership dues have been received by the UASD.
 - ii. Exhibitor fees have been received by the UASD.
 - iii. The exhibitor registration packet has been completed and returned to the UASD. Exhibitors should note their top 3 location preferences on the registration form provided in the packet.
- 3- At each drawing, platinum sponsorships received as of the drawing date will be drawn first, with gold and silver following in succession.
- 4- For any vendors who have booth space please confine your displays to your own area. Also, be sure that your display does not in any way interfere with any of the other vendors. No double booth spaces will be allocated. The dimensions of your booth space will be noted on the exhibit area map included in the registration packet.
- 5- Should any vendor wish to conduct their own, individual drawing, please do so at your own table. UASD will not make any announcements pertaining to vendor activities, drawings, etc.
- 6- In order to comply with the State Officers and Employees Ethics Act, if an exhibitor chooses to provide giveaways and/or gifts, either through a drawing or given directly, they must be non-cash items and the value cannot exceed \$50.

Insurance Requirements

1- Exhibitors are responsible to provide their own liability insurance coverage sufficient to cover any risk that may result from intentional or accidental actions on the part of exhibitors or their agents.

| UASD Convention Exhibitor Program | LEVELS OF PARTICIPATION | TICIPATION | |
|--|-------------------------|------------|--------|
| | \$1,500 | \$1,000 | \$600 |
| PROGRAM BENEFITS | PLATINUM | GOLD | SILVER |
| Recognition on UASD website | ~ | < | < |
| Convention exhibitor booth | √ | < | < |
| Recognition in the convention program | < | < | < |
| Complimentary Registration to the UASD Annual Convention (# of persons) * | 4 | 3 | 2 |
| Recognition for door prizes | < | < | < |
| Listing of Convention Attendees | < | < | < |
| Convention Packet Advertisement (8/12 X 11, provided by exhibitor) | Free | \$150 | \$500 |
| である。 100mm | | | |
| Recognition on signage for sponsored event (ie. continental breakfast and breaks) | ~ | < | |
| Exhibitor fees included in sponsorship fee | < | < | |
| Continental breakfast sponsorship | | < | |
| Break sponsorship | | < | |
| Event sponsorship with recognition on signage and at event (ie. Breakfast, Lunch or D | V | | |
| Priority Placement of exhibitor table (See additional details in exhibitor policy) | < | | |
| Note: To be elicible to participate in the LAGO of the lagor | | | |

Note: To be eligible to participate in the UASD Convention Exhibitor Program, a potential exhibitor must be a UASD Associate Member. Sole or multiple sponsorship of an event, breakfast, or breaks is on a first-come, first-serve basis. Prior-year sponsors will be extended the first option to sponsor an event or activity at the following year's convention.

^{*} Additional attendees may register at \$100 each.

PAYMENT AUTHORIZATION FORM 2021 UASD ANNUAL CONVENTION

| Sponsorship Level: | Silver (\$600) | Gold (\$1,000) | Platinum (\$1,500) | |
|-------------------------|-----------------------|------------------------|--------------------------------------|-------------------|
| Additional Attendees a | above number provided | for selected sponsorsh | p (please refer to exhibitor matrix) | \$100 each X = \$ |
| Total charges authoriz | ed: \$ | | | |
| Payment Type: | Check USA | ☐ MasterCard | ☐ AMEX ☐ Discover | □ Other |
| Name on Card: | | | Card Number: | |
| Authorized Signature: | | | Security Code: | |
| Email address to receiv | ve receipt: | | Expiration Date: | |
| Credit Card Billing Add | ress: | | | |
| | | d by check Plea | se make payable to UA | SD |



UTAH VALLEY CONVENTION CENTER EXHIBITOR SERVICE ORDER FORM

220 WEST CENTER STREET PROVO, UTAH 84601



PHONE: (801) 851-2211 FAX: (801) 851-2220

exhibitor@utahvalleycc.com



| | = | LECTR | ICAL | | | | | | |
|--|------------------|---------|---------------|--|---|--|--|--|--|
| Event: | | Compan | Company Name: | | | | | | |
| Event Dates: | Mailing Address: | | | | | | | | |
| Exhibit Location/Booth: | | City: | | State: | Zip: | | | | |
| Ordered By: | | Phone: | | Fax: | | | | | |
| On-Site Contact: | | E-mail: | | | | | | | |
| ADVANCED PRICING IS 14 CALENDAR D | | VENT M | ENT RECEI | VED OTH AND DEPTH AND DEPT | | | | | |
| POWER STRIP | \$ 5 | \$ 6 | x 7.25% | Y or N | | | | | |
| 120 V-SINGLE PHASE 10 AMPS (960 WATTS) | \$ 65 | \$ 90 | N/A | Y or N | Service may not be | | | | |
| 120 V-SINGLE PHASE 20 AMPS (1920 WATTS) | \$ 90 | \$ 115 | N/A | Y or N | available day of event. | | | | |
| 208 V-THREE PHASE 30 AMPS | \$ 250 | \$ 300 | N/A | Y or N | Be sure to pre order | | | | |
| 208 V-Single PHASE 30 AMPS | \$ 200 \$ 300 | \$ 250 | N/A | Y or N | <u>your services.</u> | | | | |
| 208 V-SINGLE PHASE 50 AMPS | \$ 350 | N/A | Y or N | | | | | | |
| 208 V-THREE PHASE 50 AMPS | \$ 350 | \$ 400 | N/A | Y or N | | | | | |
| 208 V-SINGLE PHASE 100 AMPS | \$ 400 | \$ 500 | N/A | Y or N | If hard wiring of your item is required, additional | | | | |
| 208 V-THREE PHASE 100 AMPS | \$ 450 | \$ 550 | N/A N/A | Y or N | charges may apply. | | | | |
| 24 HOUR POWER = TOTAL PRICE OF OUTLETS | X.5 | | | | Please contact (801) 851-2219 for additional information. | | | | |
| PAYI | MENT INFOR | MATIO | N | | Please make checks | | | | |
| Credit Card Type: | | | payable to: | | | | | | |
| Expiration Date: Security Code (Last or 4 digits on front of A | | | ard | Utah Valley | | | | | |
| Name on card (Please Print) | <u> </u> | | | | Convention Center | | | | |
| Signature | | | | | | | | | |
| Billing Address: | • | | | | | | | | |
| City: State: | Zip: | | | | | | | | |
| CANCELLATION POL If cancellation occurs before installation 6 days prior to the first scheduled move-in | on and more than | | 1 | TOTAL | | | | | |

start of the first scheduled move-in day: NO REFUND.

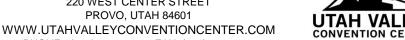
All terms, conditions, and rates on this form are subject to change at any time without notice.

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



UTAH VALLEY CONVENTION CENTER EXHIBITOR SERVICE ORDER FORM

220 WEST CENTER STREET PROVO, UTAH 84601



PHONE: (801) 851-2211 FAX: (801) 851-2220 exhibitor@utahvalleycc.com

| UTAH VALLEY |
|-------------|

| 151 | LECOMINO | NICATIC | ΛΝς |) / AU | DIO VISUAL | | | |
|--|----------------------|------------------|----------------|--------|------------|----------|--|--|
| Event: | | Company | Naı | ne: | | | | |
| Event Dates: | | Mailing Address: | | | | | | |
| Exhibit Location/Booth: | | City: | | | State: | Z | ip: | |
| Ordered By: | | Phone: Fax: | | | | | | |
| On-Site Contact: | E-mail: | | | | | | | |
| ADVANCED PRICING IS VALID 14 CALENDAR DAYS F | WITH FULL | PAYMEN | T R | ECEIV | | | 7 | |
| *WIRELESS PUBLIC INTERNET | PRIOR TO EV | FREE | | REE | | Г | | |
| *WIRED INTERNET CONNECTION | | \$ 75 | \$ | 100 | | | All telephone connections require that you dial 9 to | |
| *(8) PORT SWITCH | | \$ 100 | \$ | 150 | | | get an outside line | |
| *PHONE LINE | | \$ 100 | \$ | 150 | | L | | |
| | | | <u>Ψ</u> \$ | 200 | | Г | | |
| *CONFERENCE CALL PHONE WITH LINE *CABLE TV (TV must be cable ready) | | \$ 150 \$ 50 | \$ | 75 | | | Please make checks payable to: | |
| | | | \$ | 100 | | | Utah Valley Convention | |
| *6'x6' TRIPOD PROJECTION SCREEN W/SKIRT *3500 LUMEN PROJECTOR | | \$ 60 \$ 250 | \$ | 300 | | | Center | |
| 32" LCD HD Monitor/TV – tabletop (BOA) | | \$ 150 | \$ | 200 | | L | | |
| 42" LCD HD Monitor/TV – floor stand (BOA) | | \$ 200 | \$ | 250 | | | | |
| * ALL ABOVE PRICING IS PER DAY PRICING | | ψ 200 | Ψ | 230 | | | | |
| PAYME | ENT INFOR | MATIO | N | | | | 7 | |
| Credit Card Type: | Credit Ca Number: | ard | | | | | | |
| piration Date: Security Code (Last 3 digits on back of card or 4 digits on front of Amex.) | | | | | | | | |
| Name on card (Please Print) | <u>-</u> | | | | | | | |
| Signature | | Date | | | | | | |
| Billing Address: | | | | | SUBT | TOTAL | \$ | |
| City: State: | Zi | p: | | | 7.25% Sa | lles Tax | <u>-</u> | |
| CANCELLATION POLICY If cancellation occurs before installation and more than 6 days prior to the first | | | | 7 | TOTAL | \$ | | |

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.

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Expiration Date:

Billing Address:

Signature

City:

Name on card (Please Print)

UTAH VALLEY CONVENTION CENTER EXHIBITOR SERVICE ORDER FORM



Total Sale

X 7.25% Sale Tax

Grand Total

Zip

220 WEST CENTER STREET PROVO, UTAH 84601

WWW.UTAHVALLEYCONVENTIONCENTER.COM PHONE: (801) 851-2211 FAX: (801) 851-2220 exhibitor@utahvalleycc.com

| Event: | Company Nar | me: | | | | | | |
|---|--|----------------|-----------|--------------|--|--|--|--|
| Event Dates: | Mailing Addr | ress: | | | | | | |
| Exhibit Location/Booth | Zip: | , | | | | | | |
| Ordered By: | Phone: | F | ax: | , | | | | |
| On-Site Contact: E-Mail: | | | | | | | | |
| Edulater | | ADA PRICE | ke dage / | JOTAL JOTAL | | | | |
| | S VALID WITH FULL PA DAYS PRIOR TO EVEN | YMENT RECEIVED | | _ | | | | |
| One Time Water Connection, Fill, & Drain 0-10 Gallons | | \$55.00 | \$65.00 | | | | | |
| One Time Water Connection, Fill, & Drain 11-200 Gallons | | \$100.00 | \$120.00 | | | | | |
| One Time Water Connection, Fill, & Drain 200 - 500 Gallons | | \$150.00 | \$175.00 | | | | | |
| One Time Water Connection, Fill, & Drain 500 - 1000 Gallons | | \$250.00 | \$300.00 | | | | | |
| | | | | _ | | | | |
| P | AYMENT INFORMA | ATION | | | | | | |
| Credit Card Type: | Credit Card Number: | | | | | | | |
| Expiration Data: | Security Code (Last 3 digits on back | k of | | | | | | |

CANCELLATION POLICY

Date

State

card or 4 digits on front of Amex.)

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.



UTAH VALLEY CONVENTION CENTER EXHIBITOR SERVICE ORDER FORM

220 WEST CENTER STREET
PROVO, UTAH 84601
AHVALL EYCONVENTIONCENTER (



WWW.UTAHVALLEYCONVENTIONCENTER.COM
PHONE: (801) 851-2211 FAX: (801) 851-2220
exhibitor@utahvalleycc.com

| | FURNITURE 8 | & MISCE | LLANEOUS | | | | |
|--|---|---|-------------|---------------------------|----------------------------------|--|--|
| Event: | Company I | Name: | | | | | |
| Event Dates: | Mailing Ad | ddress: | | | | | |
| Exhibit Location/Booth: | City: | | State: | Zip: | | | |
| Ordered By: | Phone: | | Fax: | | | | |
| On-Site Contact: | E-mail: | | | | | | |
| | | | | | | | |
| , taluffut fur | | RDVATED CE | Bride skock | r John | | | |
| | MAY ONLY BE ORD AS THE SHOW DECO | | | | | | |
| 10x10 Exhibitor Booth (8'h. back drape; 3'h side drape; 1 skirted exhibit table; 2 chairs, wastebasket, & booth ID sign) | INCLU | | INCLUDED | | | | |
| 8' x 30" Skirted Exhibitor Table | \$20. | | \$25.00 | | | | |
| 8' x 30" Exhibitor Table | \$10. | 00.00 | \$15.00 | | EXHIBITOR REMINDER: | | |
| 72" Round Table | \$15. | .00 | \$20.00 | | | | |
| Folding Chair (Non-cushion) | \$2.0 | .00 | \$3.00 | | IF YOU NEED POWER OR | | |
| Barstool | \$15. | | \$25.00 | | INTERNET FOR YOUR BOOTH, TAKE | | |
| Cocktail table 30" Round | \$15. | | \$25.00 | | ADVANTAGE OF THE | | |
| Dance Floor (3'x3' Sections) | \$10. | 00.00 | \$15.00 | | 14 DAY ADVANCED PRICING. | | |
| 3' high pipe & drape | \$2.00 | 0 ft. | \$3.00 ft. | | FINIOIIAG. | | |
| 8' high pipe & drape | \$4.00 | 0 ft. | \$5.00 ft. | | | | |
| Tensa Barrier Post with Retractable Rope | \$10. | | \$15.00 | | | | |
| Non-Motor Pallet Jack | \$25/h | hour | \$30/hour | | PLEASE MAKE | | |
| Forklift with Driver ** | \$75/h | hour | \$85/hour | | CHECK PAYABLE | | |
| Scissor Lift with Operator ** | \$75/h | | \$85/hour | | TO UTAH VALLEY CONVENTION | | |
| Tripod Easel | \$7.0 | .00 | \$10.00 | | CENTER. | | |
| ** (2) hour minimum | PAYMENT IN | TEODM/ | · MIANI | | | | |
| | | | Поп | | | | |
| Credit Card Type: | Credit Card Number Security Code (Last 3) | Card Number: y Code (Last 3 digits on back of | | | | | |
| Expiration Date: Name on card (Please Print) | card or 4 digits on front of A | | <u> </u> | | | | |
| · | | | | | | | |
| Signature | Date | | | | | | |
| Billing Address: | | | · | | | | |
| City: State: | Zip: | | I | | | | |
| CANCELLATION POLICE | C017 | | | SUBTOTAL x 7.25% Sales | \$ | | |
| If cancellation occurs before installation and more | than 6 days prior to the | | | X 7.25% Sales Tax | L | | |
| first scheduled move-in day: 90% R If cancellation occurs before installation but 6 da | | | | TOTAL | \$ | | |

I cancellation occurs before installation and more man o 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.



UTAH VALLEY CONVENTION CENTER STAFFING ORDER FORM

220 WEST CENTER STREET PROVO, UTAH 84601



WWW.UTAHVALLEYCONVENTIONCENTER.COM PHONE: (801) 851-2210 FAX: (801) 851-2220

exhibitor@utahvalleycc.com

| | | LABOR | ORDER * | | | | | | |
|---|---|----------------|--|----------------------------------|---------------|--------------------|--|--|--|
| Event: | | Company Name: | | | | | | | |
| Event Dates: | | | Mailing Address: | | | | | | |
| Exhibit Location/Booth: | | | | State: | Zip: | | | | |
| Ordered By: | Phone: | | Fax: | | | | | | |
| On-Site Contact: | | E-mail: | | | | | | | |
| | | | | | | | | | |
| | | / / | ged thrif grant generators \$27.00 | ai / | | 7 | | | |
| Description | | Trantity Advan | eed that distor | their their | TOTAL | | | | |
| J [©] | | A. Ra | ie Dan Rate | Har . | | | | | |
| Box Office Supervisor | | \$22.00 | | | | | | | |
| Ticket Taker | | \$16.00 | \$21.00 | | | | | | |
| Ticket Seller | | \$16.00 | \$21.00 | | | | | | |
| Usher | | \$16.00 | \$21.00 | | | | | | |
| Badge Checkers | | \$16.00 | \$21.00 | | | | | | |
| Guest Services Supervisor | | \$22.00 | \$27.00 | | | | | | |
| Off Duty Police Officer | | \$35.00 | N/A | | | | | | |
| Dock Control | | \$20.00 | \$25.00 | | | | | | |
| General Security | | \$20.00 | \$25.00 | | | (4) HOUR MINIMUM | | | |
| Fire Marshall | | TBD | N/A | | | ON ALL SHIFTS | | | |
| EMT | | TBD | N/A | | | | | | |
| Electrician | | \$85.00 | \$95.00 | | | | | | |
| Carpenter/Plumber | | \$65.00 | \$75.00 | | | | | | |
| Technical Support | | \$50.00 | \$60.00 | | | | | | |
| Laborer | | \$20.00 | \$25.00 | | | | | | |
| Cleaning | | \$20.00 | \$25.00 | | | | | | |
| Union Rigger | | \$75.00 | N/A | | | | | | |
| | *May incur a service | | | | | | | | |
| | PAYMENT IN | | ΓΙΟΝ | | | | | | |
| G 11 G 1 T | Credit C | Card | | | | Please make checks | | | |
| Credit Card Type: | : | | | | payable to: | | | | |
| Expiration Date: | Code (Last 3 d ligits on front of | | | Utah Valley Convention Center | | | | | |
| Name on card (Please Print) | | | | | | | | | |
| Signature | | Date | | | | | | | |
| Billing Address: | | | | | | | | | |
| City: Stat | e: Z | ip: | | | SUBTOTAL | \$ | | | |
| | ATION POLICY | | | x 7. | 25% Sales Tax | N/A | | | |
| If cancellation occurs before mov scheduled move | e in or more than 6 days in day: 90% REFUND. | | ι | | TOTAL | ф | | | |

If cancellation occurs after move in or after the start of the first scheduled move-in day: NO REFUND. All terms, conditions, and rates on this form are

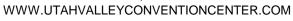
scheduled move-in day: 75% REFUND.

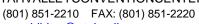
subject to change at any time without notice.

UTAH VALLEY CONVENTION CENTER EXHIBITOR SERVICE ORDER FORM



220 WEST CENTER STREET PROVO, UT 84601







| | | PHC | ONE: (801) 8 exh | | tahvalleyco | | | | | |
|---|---|--|-------------------------|-------------------|-----------------------|---------------------|--------------|-------------------|---|-------------------|
| | | BOO | | | | ORDER FO | RM | | | |
| Event: | | | | | Company | y Name: | | | | |
| Event Dat | tes: | | Mailing Address: | | | | | | | |
| Exhibit Location/Booth: City: State: Zip: | | | | | | | | | | |
| Ordered I | By: | | | | Phone: | | | Fax: | | |
| On-Site C | ontact: | | | | E-mail: | | | | | |
| | V | Clea | ning Servic | ce* | | ADVANCED PRICING | | DAY OF PRICING | | |
| 1 | | Initial vacuum befor | re first shov | ν / event α | day only | \$0.25 | per sq ft | \$0.30 | per sq ft | Single Service |
| 2 | T | Daily vacuum of booth for all show / event days (Includes #1 above) \$0.20 | | | | | | \$0.25 | per sq ft | Per Day |
| 3 | Daily vacuum and Porter Service Includes #1 & #2 above PLUS periodic carpet \$0.50 per sq ft \$0.60 | | | | | | | \$0.60 | per sq ft | Per Day |
| Booth | Size | (Min 100 Sq. Ft.) | Width Rate per Sq. Ft. | compute = x | Total Sq. (Min 100 | . Ft. Sq. Ft.) | \$ Total | | | |
| | | PAY | MENT IN | IFORM | ATION | | | | | |
| Credit Card Type: Credit Card Number: Security Code (Last 3 digits on back of | | | | | | checks | | | ease make as payable to: tah Valley | |
| Expiration Date: card or 4 digits on front of Amex.) Name on card (Please Print) | | | | | | | | Convention Center | | |
| Signature | | | | | Date | | | | | |
| Billing Add | dress: | | | | | - | Tot | tal Sales | \$ | |
| City: | | State | e: | Zip: | | | x 7.25 | % Sales Tax | | N/A |
| | - | CANCELL | ATION POLICY | Y | | | J GRAI | ND TOTAL | Φ | |

If cancellation occurs more than 6 days prior to the first scheduled move-in day: 90% REFUND. If cancellation occurs 6 days or less prior to the first scheduled move-in day: 75% REFUND. If cancellation occurs 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.

