

Name of Event: _____		Booth / Meeting Room #: _____	
Firm Name: _____		Phone () _____	Fax () _____
Address: _____		City: _____	State: _____ Zip: _____
Authorized By: _____		Title: _____	Date: _____
Signature: _____		Email Address: _____	
If Receipt Required (Please <input checked="" type="checkbox"/> Check) Fax: _____ Email: _____			

SERVICE AVAILABLE	Advance Fee **	Floor Order Fee ***	Qty.	Total \$
1. Fork Lift Service *	\$ 60.00	\$ 80.00		
* Includes up to 1 hr of usage, covers move-in and move-out. PLEASE READ BELOW ** Up to Three (3) days before event to receive Advanced Fee *** Within two (2) days before the event or on the event day Floor Fee			Grand Total:	\$

Remit payment to: Peoria Civic Center, Accounting Dept., 201 SW Jefferson, Peoria, IL 61602 Phone (309) 673-8900 Fax (309) 680-3585 Email: accounting@peoriaciviccenter.com
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(There is a 3.5% credit card fee applied to all credit card payments)

METHODS OF PAYMENT:

Master Card
 American Express
 Discover
 Visa
 CHECK / MONEY ORDER / CREDIT CARD (✓one)

Credit Card Number: _____ Expiration Date: _____

Name as it appears on Card: _____ Authorized Signature: _____

Due to a requirement by federal law, the exact name of the credit card holder and the address in which the bill for the credit card arrives at need to be used. If the information at the top of the form does not correspond with these requirements, please fill out the following:

Address Bill Arrives At: _____ City/State/Zip: _____

CONDITIONS AND SAFETY REGULATIONS:

1. All equipment, regardless of source of power, must comply with all federal, state and local safety codes.
2. "House Operators" must operate the fork lift.
3. A representative from the purchasers firm must be present during loading, transportation and unloading of their items
4. All materials and equipment furnished by the Civic Center personnel for this service order shall remain the Civic Center property and shall be removed ONLY by the Civic Center personnel at the close of the show.
5. Rates do not include connecting equipment or special wiring. Labor for additional electrical work will be charged in one-half hour increments at \$50.00 per hour. Special materials required will be charged at cost, plus 20%.
6. No booth will be allowed to open until ALL HOUSE CHARGES ARE PAID.

The parties agree that the implied warranties of merchantability and fitness for particular purpose and all other warranties express or implied, are excluded from this agreement. Peoria Civic Center Authority does not assume any liability for damages of any type whatsoever or loss of anticipatory profits resulting from the use of equipment or services or delivery or installation, or damage of any sort whatsoever to user's goods or equipment arising from any cause whatsoever. For additional copies please contact the Peoria Civic Center or refer to our web site at www.peoriaciviccenter.com. *** ALL PRICES SUBJECT TO CHANGE WITHOUT NOTICE.