

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: _____			

	Size of Banner	Floor Order Fee* Per Banner	Qty.	Total
1. 10 x 9 or Smaller		\$75.00		
2. 10 x 10 up to 10 x 20		\$85.00		
3. Banners larger than 10 x 20		\$95.00		
Grand Total				

* Banners must be received no later than 3 days before start of the event to guarantee banners being hung. Banners must be clearly marked with company name, booth name and any special instructions. Banners must be picked up within 48 hours after event ends or vendor will be charged \$10.00 per day, storage fee.

<p>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</p>
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(There is a 3.5% credit card fee applied to all credit card payments)

METHODS OF PAYMENT:

CHECK / MONEY ORDER / CREDIT CARD (one)

- Master Card
 American Express
 Discover
 Visa

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 REGULATION:

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.

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