

Bridge View Center Exhibitor Utility Service Request Form

Items checked below are at the expense of the exhibitor at the rates listed below. Bridge View Center equipment and services are being furnished subject to regulations. Credit will not be given for services ordered and installed but not used. Building wall and post outlets are not part of booth space and are not to be used by the exhibitor unless specified otherwise. Customer is responsible for loss or damage to personal property or Bridge View Center equipment. **Orders will be fulfilled only after payment is received in full.**

Quantity	<u>Rate</u>	Total
<u>Tables</u>		
___ Additional 6' or 8' plain table	\$5.00	= _____
___ White or Black linen	\$5.00	= _____
___ Silver or Black table skirting	\$10.00	= _____
<u>Electrical Service</u>		
___ 120v 20 amp dedicated outlet	\$25.00	= _____
___ 208v 30-50 amp dedicated outlet	\$50.00	= _____
<u>Telephone</u>		
___ Local, 1-800, Long Distance	\$50.00	= _____
<u>Internet Service</u> (Venue has FREE Wi-Fi Internet service – if using a credit card machine wired is recommended.)		
___ Wired Hi-Speed Broadband	\$50.00	= _____
<u>Water Service</u>		
___ Cold water line	\$50.00	= _____
<u>Forklift Usage</u>		
___ Load-in/out w/Venue Personnel	\$30.00 per 15 minutes or \$90 per hour	= _____
UTILITY SERVICE TOTAL		\$ _____

Notice: Payment in full must accompany any order.

BVC accepts: MasterCard | VISA | Discover (circle one) Credit Card # _____ Exp. _____

Name on Credit Card: _____

Billing Address: _____

Card Holder Signature: _____ 3 Digit CVB# on back of card _____

Company Name _____ Phone # _____

Address _____ City, State, Zip _____

Signature _____ Date _____

Return Completed Order Form To: Bridge View Center • 102 Church Street • Ottumwa, IA 52501
Tel: 641.684.7000 • Fax: 641.684.6305 • E-mail: mary@bridgeviewcenter.com