



TUCSON EXPOCENTER

Send Completed form to:
Tucson Expo Center
 3750 E. Irvington Rd.
 Tucson, AZ 85714
 T: (520)750-8000
 F: (520) 750-1700

SERVICE ORDER FORM

Electrical Services					
Power	QTY	Number of Outlets	Advanced Daily Rate	Floor Daily Rate	Total
0-500 Watts			\$ 55.00	\$ 75.00	
501-1000 Watts			\$ 90.00	\$ 120.00	
1001-2000 Watts			\$ 160.00	\$ 200.00	
Labor 1 hour			\$ 25.00	\$ 45.00	
Total					

Exhibitor Equipment Rentals				
Item	QTY	Advanced Rate	Floor Rate	Total
Table (4') undecorated		\$ 25.00	\$ 45.00	
Table (6') undecorated		\$ 25.00	\$ 45.00	
Table (8') undecorated		\$ 25.00	\$ 45.00	
Table skirting (white vinyl top, black fabric skirt)		\$ 15.00	\$ 20.00	
Chair		\$ 3.00	\$ 5.00	
Wastbasket		\$ 3.00	\$ 5.00	
Carpet 8x10		\$ 75.00	\$ 110.00	
Track Lights		\$ 50.00	\$ 80.00	
LED Lights		\$ 80.00	\$ 120.00	
TV w/ Stand		\$ 150.00	\$ 250.00	
Subtotal				
Tax 6.1%				

Event Information	
Event Name	
Event Dates	
Company Name	
Contact Person	Booth#
Address	
City	State Zip
Phone	Fax
Email	

Technology/Advertising			
	Advanced Rate	Floor Rate	Total
Wi-Fi	\$ 40.00	\$60.00	
Billboards/Signs			
Phone Line	\$ 250.00	N/A	
Total			

Total of All Services Ordered	
Services	Total Amount
Total of Electrical	\$
Total of Equipment	\$
Total of Technology/ADV	\$
Grand Total	\$

Method of Payment	
Check#:	Cash Receipt#:
Credit Card Authorization Form	
Visa <input type="checkbox"/> M/C <input type="checkbox"/> Discovery <input type="checkbox"/>	
CC#	
Exp. Date	CVC:
Cardholder Name (Print):	
Signature:	

Cardholder hereby authorizes TUCSON EXPO CENTER to charge credit card described herein for all charges incurred by Exhibitor and has read, understands, and agrees to all forms in the exhibitor manual and agrees to pay all charges as described in Cardholder Agreement. All estimated charges must be paid in ADVANCE, AND a valid credit card must be on file with TUCSON EXPO CENTER authorizing payment for modified and/or additional charges. The cardholder agrees to waive any rights to any chargeback.

All orders should be processed 14 days prior to the event opening to receive advanced rates. Payment in full is required at the time the order(s) are placed. No orders will be processed without full payment.

- If you are bringing your own lighting, make sure it does not exceed the wattage you purchased for your booth. No halogen lights are allowed.
- If your lights exceed your allowed wattage, you will be charged for the overage.