



Facility Services
 9575 South State Street
 Sandy, UT 84070
 (385) 468-2281 voice
 (385) 468-2275 fax

BOOTH SECURITY ORDER FORM

Event: _____	Event Date: _____
Company Name: _____	Booth: _____
Address: _____	
City: _____	State: _____ Zip: _____
Phone: _____	Fax: _____
Ordered By: _____	Email Address: _____

BOOTH SECURITY GUARD(S) -

Guards (#)	Date & Time Begin	Date & Time End	Total Hours (4 Hour Minimum)	Rate	Total
				\$20.00 per hour	
				\$20.00 per hour	
				\$20.00 per hour	
				\$20.00 per hour	
				\$20.00 per hour	
				\$20.00 per hour	

Payment must be received before service is provided. Payment can be made by Check, Visa, Master Card or American Express. See reverse side for conditions and regulations.
 Return this form to South Towne Expo Center Facility Services 9575 South State Street, Sandy, UT 84070 or fax to (385) 468-2275.

SUBTOTAL _____
***TAX (6.85%)** _____
TOTAL _____

Payment Check: Credit Card: Other: _____ ***Tax on camera only**

Card Number: _____	Expiration Date: _____
Name: _____	Signature: _____



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BOOTH SECURITY CONDITIONS AND REGULATIONS

1. Orders for security guards will be filled on a first come first serve basis. Place order a minimum of two weeks prior to event to guarantee shift coverage.
2. Disputes concerning service must be filed by the exhibitor with the Facility Services Office prior to the close of the show. Disputes will be resolved by the South Towne Expo Center in a timely manner.
3. Notification of cancellation must be received in writing a minimum of ten (10) days prior to the scheduled opening date.
4. If by any reason of any default on the part of the exhibitor, hereunder, it becomes necessary to engage an attorney, the exhibitor agrees to pay all cost, expenses, and the attorney's fees expended or incurred by SMG in connection therewith. Unpaid balances are subject to 1.5% per month thereafter. The South Towne Expo Center will not be responsible for strikes, accidents, fires, an Act of God, or delays beyond our control.
5. There is a \$20.00 service charge for all returned payments.
6. Cash, company checks, money orders, and credit cards will be accepted for advance payments only. All services received after the ten (10) day deadline date will be required to pay by cash, credit card, certified funds, or money order.
7. Payment policy:
PAYMENT IN FULL must be rendered on all orders when order is placed. NO EXCEPTIONS PLEASE! No service will be processed without full payment. All order forms with payment in US dollars must be received ten (10) days prior to the first exhibitor move-in day. All additional services provided at the show must be paid in full at the time of service.
8. This order form is accurate as of December 2, 2011. If you have received an order form that is more than one year past this date please call (385) 468-2281 to obtain a current form.