

AIR - WATER - NATURAL GAS SERVICES

EXHIBITOR ORDER FORM

BOMA 2019

INTERNATIONAL CONFERENCE & EXPO
Presented by BOMA International and BUILDINGS

JUNE 22-25 | SALT LAKE CITY, UT
EXPO DATES: JUNE 23-24



OFFICIAL CONTRACTOR

EXHIBITOR INFORMATION

Company Name _____

Address _____

City, State, ZIP _____

Ordered By _____

Email Address _____

receipts and order information will be emailed to this address

Phone _____

Booth / Room _____

Onsite Contact _____

Onsite Contact Phone _____

[TO ORDER ON-LINE, CLICK HERE](#)

**To qualify for the advance rate, order and payment must be received in full, a minimum of 10 days prior to event move-in.*

COMPRESSED AIR:	Quantity	Advance Rate*	Standard Rate	Total
Compressed Air Connection: 3/8" universal quick disconnect and c/o valve, 100 PSI		\$222	\$318	

WATER:	Quantity	Advance Rate*	Standard Rate	Total
Water Fill & Empty - Up to 100 gallons: one time fill and one time empty for a single container		\$126	\$198	
Water Fill & Empty - 101 to 500 gallons: one time fill and one time empty for a single container		\$222	\$318	
Water Fill & Empty - over 500 gallons: one time fill and one time empty for a single container			Quote	
Cold Water Connection: 3/4" standard hose bib with shut-off valve		\$234	\$330	

What will the cold water connection be used for? (coffee machine, sink, etc.): _____

Drain Line: Semi-rigid PVC, Slip-fit with hose clamp connection. Gravity flow. Requires close proximity to a floor box. Not available in Exhibit Halls 1-4.		\$186	\$270	
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PVC Size (1", 1 1/2", 2" ID): _____

NATURAL GAS CONNECTION:	Quantity	Advance Rate*	Standard Rate	Total
Natural Gas Connection: 1/2" quick disconnect. Regulator not included. Your equipment must have a 1/2" NPT male fitting.		\$264	\$360	

All connections include installation to booth and labor. If additional labor is required, including connection to personal equipment, it will be billed at \$60 per hour. Additional parts, such as specialty fittings or adapters (if available) will be billed at a rate determined by the Salt Palace Engineering Department. A quote can be provided on request.

TOTAL _____

A floor plan or [booth template](#) showing service location is required to be submitted with each order. If one is not received, the engineer will place service in the area of the booth that they deem to be most convenient. There is a \$75 fee to relocate a line once it has been placed.

SCHEDULING

Install / Fill Date & Time: _____

Uninstall / Empty Date & Time: _____

Visa, MasterCard, American Express, Discover Card and company check accepted. A 3.5% convenience fee will be applied to credit card purchases.

Credit Card Payment: Once your order is processed you will receive an email with a link to the payment portal.

Check Payment: Check can be mailed along with this form to the address listed to the right.

Payment in full is required before installation will begin.

Submit this form to:

Email: facilityservices@saltpalace.com

Fax: 385-468-2171

Mail: Salt Palace Convention Center

Attn: Facility Services

100 S. West Temple, Salt Lake City, UT 84101

For more information, give us a call >>> Facility Services Department (385) 468-2229



GENERAL CONDITIONS & REGULATIONS

1. Purchase and use of the SPCC services is limited to exclusive use by ordering client, their employees and guests. Resale or other unauthorized distribution of these services is prohibited.
2. Rates are subject to change.
3. Quantities of some services are limited. Please order early to ensure availability. Orders will be filled on a first come, first served basis.
4. All services will be installed during designated move-in times. Installation will be finalized once the event floor is clear of freight and other obstacles. Services will be disconnected on the last day of the event, 30 minutes after the official closing time.
5. All prices are for rental of materials and equipment. Materials and equipment used in installation remain the property of the SPCC.
6. A replacement fee will be assessed on any materials and equipment that is damaged or not returned at the close of the event. Equipment can be returned to the SPCC Security Office or the Business Center at any time.
7. The SPCC is not responsible for the installation or performance of personal (non-Salt Palace) equipment. Additional labor cost may be applied if assistance is required for installing or troubleshooting of personal equipment if the problem is found not to be the fault of the SPCC.
8. Under no circumstances shall anyone other than SPCC technicians do any alterations to convention center infrastructure without prior written approval.
9. A drawing indicating service placement(s) is required to be submitted with all wired Internet, engineering, cable TV and telephone orders. If a drawing is not received, SPCC technicians will drop service in an area of the booth or room that they deem to be most convenient. There is a \$75 fee to relocate a line once it has been placed.
10. Rates quoted for all services include bringing the requested services to the booth or room in the most convenient manner and do not include overhead drops and/or special set-up or installation of client equipment. Additional labor charges will be assessed when special services are required.
12. Disputes concerning service must be filed with the Facility Services Department prior to the close of the show. Disputes will be resolved by the SPCC in a timely manner.

RATES & PAYMENTS

1. Payment for services must be paid in full before service is installed. All payments are in US Dollars.
2. The advance rate is available until 10 days prior to the first move-in day of the event. Orders must be complete and paid in full by that date in order to qualify. All orders, additions and changes after this dated will be charged at the standard rate.
3. A 3.5% convenience fee will be applied to orders paid by credit card.
4. Company checks are to be made payable to "Salt Palace Convention Center." No personal checks accepted.
5. A notice to confirm your order and a link to the payment portal will be emailed within (5) business days. Please call if you do not receive this email.
6. Notification of cancellation must be received, in writing, a minimum of 10 days prior to move-in. Cancellation received fewer than 10 days prior, but before installation begins, will be assessed a 20% cancellation fee.
7. Any changes to your order after it has been installed will be assessed a minimum charge of \$75.00 per line.
8. Service cannot be cancelled once installation has begun.