



## EXHIBITOR BOOTH SERVICES

**MAIL OR EMAIL WITH PAYMENT TO:**  
 El Paso Convention & Performing Arts Center  
 1 Civic Center Plaza  
 El Paso, Texas 79901  
 Phone: (915) 534-0600  
 Email: serviceorders@destinationelpaso.com

Cardholder signature authorizes the El Paso Convention & Performing Arts Center to charge any unpaid balance to the credit card shown below. Orders received are on a first-come first-serve basis. We process credit card payments upon receipt. Any incomplete information may delay processing. Please **PRINT CLEARLY** in blue or black ink only.

### BILLING INFORMATION

FIRST NAME:		LAST NAME:	
COMPANY:	EVENT NAME:		BOOTH NUMBER:
ADDRESS:	CITY:	STATE:	ZIP CODE:
PHONE NUMBER:		FAX NUMBER:	
EMAIL ADDRESS:			

### PAYMENT INFORMATION

At this time we are no longer accepting payment(s) via email or fax. To process your payment, please call our Administration office at 915-534-0600 to arrange for payment over the phone. If you are mailing your payment via check, please include the appropriate 8.25% tax where applicable to prevent any delays in processing. Feel free to contact us via phone or email should you have any question regarding your order.

The Advanced Rate will only be applied to all items ordered prior to the scheduled event move-in date. Any items ordered during the event move-in or after will be subject to the Floor Rate.

### EXHIBITOR BOOTH SERVICES

QUANTITY	DESCRIPTION	ADVANCED	FLOOR	SUBTOTAL
	10FT X 10FT BOOTH	\$40.00	\$60.00	
	10FT X 20FT BOOTH	\$80.00	\$120.00	
	10FT X 50FT BOOTH	\$200.00	\$300.00	
	PIPE & DRAPE (PRICE PER SECTION)	\$20.00	\$20.00	
	FOLDING CHAIR	\$2.50	\$3.50	
	COCKTAIL TABLE (SHORT OR TALL)	\$15.00	\$20.00	
	DRAPED & SKIRTED TABLE	\$20.00	\$25.00	
	BARE TABLE	\$15.00	\$20.00	
	BOOTH VACUUMING	\$62.50	\$93.75	
	OFFICE TRASH / RECYCLE BIN (7 GALLON)	\$15.00	\$22.50	

TAX (8.25%):	
<b>TOTAL AMOUNT DUE:</b>	

### PLEASE NOTE:

- Material and/or equipment furnished by the El Paso Convention Center for this service order is furnished on a rental basis and remains the property of the El Paso Convention Center and shall be removed ONLY by Convention Center employees.
- Credit will not be given for service(s)/item(s) installed and not utilized.
- A \$30.00 service charge will be assessed for all returned checks.

The undersigned hereby declares that the billing information listed above is true, accurate and appears in the name as stated and authorization is hereby given to the above named individuals to use these cards for purchases from El Paso Convention & Performing Arts Center. Further, I authorize my credit card company to accept and to charge to my account for purchases initiated by the above named individual(s). This authorization will remain in effect until payment has been processed and received in full for services rendered to the El Paso Convention & Performing Arts Center.

Cardholder's/Authorized Signature: \_\_\_\_\_

Date: \_\_\_\_\_