

SIOUXLAND EXPO CENTER EQUIPMENT & SERVICES ORDER FORM

MAIL COMPLETED FORM WITH PAYMENT to:

SIOUXLAND EXPO CENTER

550 Expo Center Dr, Sioux City, IA 51101

Attn: Brittany Scott

712-279-6126 bscott@sioux-city.org

Payment methods: Check – or – Credit Card
 ➤ Checks payable to: Siouxland Expo Center
 ➤ Credit Cards: call the Expo Center 712-279-6126

Company Name _____ Authorized Contact Name _____

Booth Number _____ Land Line Phone # _____ Cell Phone # _____

Address _____ City _____ State _____ Zip _____

Payment in full is required, by **February 10, 2025** to receive the reduced "Advance Order Price"

- ➤ Chairs will **NOT** automatically be stationed at booths – please indicate below if you require the two "free" chairs.
- ➤ Please check the rental equipment and or services needed below. Equipment will be delivered to your booth ready to use. Advance orders are given priority. All equipment is subject to availability and first -come-first-serve order.

Quantity	Item	Advance Order Price	Day of/Set Up Day of Event Price	Subtotal SEC Staff Use
	Chairs included (up to 2)	\$0		
	Additional Banquet Chair (each)	\$5.00	\$10.00	
	6' Table – 28" Height (Linen not included)	\$10.00	\$20.00	
	8' Table – 28" Height (Linen not included)	\$10.00	\$20.00	
	6' Table Linen (black only)	\$5.00	\$10.00	
	6' Table Skirting (black only – must select linen as well)	\$10.00	\$20.00	
	8' Table Linen (black only)	\$5.00	\$10.00	
	8" Table Skirting (black only – must select linen as well)	\$10.00	\$20.00	
	Cocktail Table (limited quantity)	\$15.00	\$30.00	
	High Top Stool (limited quantity)	\$5.00	\$10.00	
Total				

➤ ➤ Freight Handling Services (pre-shipped Exhibit Products) : \$50.00
Pre-Event Freight Items MUST obtain prior authorization from Expo Center Staff

All exhibitors are required to power down all electric/gas devices (TVs, lights, computers, displays, hot tubs, fire places, etc.) at the end of each day. There is no charge for standard (110v) booth electricity.

Date Received by SEC: _____ By: _____