



EL PASO CONVENTION &
PERFORMING ARTS CENTER

FORKLIFT RENTAL SERVICES

MAIL OR FAX WITH PAYMENT TO:
El Paso Convention & Performing Arts Center
1 Civic Center Plaza
El Paso, Texas 79901
Phone: (915) 534-0649 | Fax: (915) 541-3715
Email: mfernandez@elpasocvb.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

CARD NUMBER:	EXPIRATION:	CARD CODE:
CHECK: MAKE PAYABLE TO EL PASO CONVENTION CENTER	CHECK NUMBER:	DATE SIGNED:

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

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DESCRIPTION	HOURS NEEDED	RATE / ½ HOUR	RATE / HOUR	SUBTOTAL
FORKLIFT WITH LICENSED OPERATOR		\$50.00	\$85.00	
SCISSOR LIFT WITH LICENSED OPERATOR		\$50.00	\$85.00	
BANNER INSTALLATION (REMOVAL & LABOR)		\$75.00	\$110.00	

TAX (8.25%):	
TOTAL AMOUNT DUE:	

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) installed and not utilized.
- A \$30.00 service charge will be assessed for all returned checks.

The undersigned hereby declares that the credit card 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: _____