



Telecommunications Order Form

Carolina First Center

One Exposition Drive Greenville, South Carolina 29607
 Phone:(864) 255-5875 Fax:(864) 255-8615

Name of Show _____ Booth Number(s) _____

Exhibiting Firm _____ Date(s) of Show _____

(Service dates are same as show dates)

Street Address _____ City/State _____ Zip Code _____

Contact _____ Telephone No _____

E-Mail Address _____ Fax No _____

(For order confirmation notification)

Payment must accompany order

*VCODE for MC & VI: 3 digit code on back of the card
 AMEX, MasterCard, and VISA accepted*

Credit Card # _____ Expiration Date _____

Name as Appears on Card _____ Authorizing Signature _____

CANNOT PROCESS WITHOUT SIGNATURE!

STANDARD SERVICES

	Advance Rate	**Floor Rate		Total
-Standard Business Line..... <i>Number of Lines</i> _____ x	\$195.00	\$225.00	=	\$ _____
-Multi-line Phone.....	\$245.00	\$275.00		\$ _____

Note: Our phone system requires '9' to be dialed first

Standard Services Total \$ _____

*** For orders received less than 5 days prior to show date.*

LONG DISTANCE

Client is responsible for all long distance charges.

- Options: Standard dialing - Allows local, direct dial long distance (1+), credit card (0+) dialing
 Restricted - Allows only long distance credit card calls
 No long distance service required

(Note: standard dialing will be provided unless specified; questions should be directed to above number)

SPECIAL SERVICES & INTERNET

- High-Speed Internet Access.....Halls...\$400.00.....Conference Center...\$200.00 \$ _____
 -Wireless Internet Access.....No Charge
 -Additional equipment priced upon request

TOTAL CHARGES \$ _____

(A \$75 charge will be applied to line relocations if not indicated below or are different from below)

<div style="border: 1px solid black; width: 100%; height: 100%; position: relative;"> Rear Left Right </div>	Island Booth _____ Standard Booth _____ Booth faces what isle number? _____
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TERMS AND CONDITIONS

1. Payment in full must accompany the order. No exceptions. Checks should be made payable to Carolina First Center. There is a \$28.00 service charge for returned checks.
2. Advanced order rates are available on orders received prior to the first move-in day.
3. Credit will not be given for services installed and not used.
4. Quantities of some telecommunications services are limited. Please order early to ensure availability. Orders will be filled on a first come, first serve basis.
5. Exhibitors will be responsible for the protection of any equipment rented from Carolina First Center and will be assessed a fee for lost or damaged equipment as follows:
 - a. \$75.00 - damaged telephone handsets
 - b. \$25.00 - damaged connector cords
6. All prices are for rental of materials and equipment. Materials and equipment used in installation will remain the property of Carolina First Center.
7. Under no circumstances shall anyone other than CFC technicians do any special wiring in the Carolina First Center without prior written approval. Additional wiring by outside providers must be done under the supervision of the Center's Facility Services.
8. All Exhibitor services will be disconnected on the last day of the event, 30 minutes after the official closing time.
9. Rates quoted for all services include bringing the requested communication services to the booth in the most convenient manner and do not include special wiring, overhead drops and/or special setup or installation of communication equipment. Additional labor charges will be assessed when special services are required or if roof or wall penetration is necessary.
10. Notification of cancellation must be received a minimum of ten days prior to show move-in for full refund.
11. All changes from original order will be assessed a relocation charge of \$75.00 per line.
12. Disputes concerning service must be filed by the Exhibitor with the Facility Services Department prior to the close of the show.
13. Our phone system requires you to dial "9" first in order to make a call.