



# Telecommunications Order Form

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TD Convention Center

Name of Event \_\_\_\_\_ 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\*\*\***

Credit Card # \_\_\_\_\_ Expiration Date \_\_\_\_\_ Security Code \_\_\_\_\_

Name as Appears on Card \_\_\_\_\_ Authorizing Signature \_\_\_\_\_

**CANNOT PROCESS WITHOUT A SIGNATURE**

## STANDARD SERVICES

	Advance Rate	*On-Site 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 first move-in date.*

## LONG DISTANCE

**Exhibitor 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

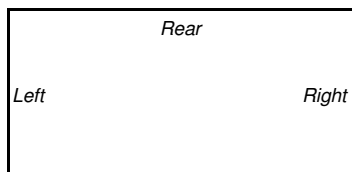
*(Note: standard dialing will be provided unless specified; questions should be directed to above number)*

## SPECIAL SERVICES & INTERNET

- High-Speed Internet Access.....Halls...\$400.00.....Conference Center...\$200.00 \$ \_\_\_\_\_
- Wireless Internet Access.....No Charge
- Coax Cable Line.....\$110.00 each \$ \_\_\_\_\_
- 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)



- Island Booth \_\_\_\_\_
- Standard Booth \_\_\_\_\_
- Booth faces what isle number? \_\_\_\_\_

## TERMS AND CONDITIONS

1. Payment in full must accompany the order. No exceptions. Checks should be made payable to TD Convention Center. There is a \$35.00 service charge for all returned checks.
2. Advanced order rates are available on orders received 5 or more days 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 TD Convention 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 TD Convention Center.
7. Under no circumstances will anyone other than TDCC technicians do any special wiring in the TD Convention 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.