



TELEPHONE SERVICE ORDER FORM



PAYMENT FORM MUST ACCOMPANY THIS ORDER

Standard Phone Service

- Phone line installation includes one touch-tone line.
- All phone lines are configured for 'Dial 9' calling for local or toll-free numbers.
- Long distance calls may be made using a credit card.

Deadline

In order to receive advance rates, orders must be received with payment a minimum of 20 days prior to the first move in date. Orders received after that date or without payment are required to pay standard rates. Please refer to the Show Facts form for deadline date.

Terms and Conditions

- ADVANCED ORDERS SHALL RECEIVE PRIORITY SERVICE.
- Payment in full must be rendered prior to installation.
- Credit will not be given for service installed and not used.
- Prices are based on current wage rates and are subject to change without notice.
- All material and equipment furnished by the Cox Convention Center shall remain the property of the Cox Convention Center.
- Equipment problems must be reported immediately at the Service Desk.
- Claims will not be considered unless filed by the exhibitor prior to the close of the show.

Labor

Labor is based on a rate of \$45 and billed in half hour increments. Rates quoted for phone service includes installation of the line in the most convenient manner. Special placement, connections, and/or changes after the initial installation will require additional labor and material charges. Rates are also subject to additional labor charges for orders requested in non-service areas.

Return Policy

It is the exhibitor's responsibility to return equipment to the Service Desk within one hour of the show closing.

Service Requested

<u>Quantity</u>	<u>Service</u>	<u>Advance Rate</u>	<u>Standard Rate</u>	<u>Total</u>
_____	Phone Line (Local Service Only)	125.00	200.00	_____
_____	Phone Line with Telephone	125.00	200.00	_____
_____	Phone Line (Local/LongDistance)	175.00	250.00	_____

Please note: Rates are guaranteed through December 31, 2009.

Show name: _____

Date: _____

Company name: _____

Booth #: _____

Authorized by: _____

Phone#: _____