



# TELEPHONE SERVICES ORDER FORM

## PAYMENT MUST ACCOMPANY THIS ORDER

**Standard Phone Service:**

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

**Service, Additional Lines, and Equipment:**

Rates quoted for phone service includes installation of the 1<sup>st</sup> line in the most convenient manner. Special placement, connections, and/or changes after the initial installation will incur additional charges. Basic line placement includes a standard phone jack to your specified location, client is required to provide phone cord to computer or credit card terminals. If equipment is provided by HEC, i.e. phone or fax phone cords will be provided with equipment.

**Deadline:**

In order to receive advance rates, orders must be received with payment a minimum of 3 days prior to the first move in date. Orders received after that date or without payment are required to pay standard rates.

**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 equipment furnished by the Harborside Event Center shall remain the property of the Harborside Event Center.
- Equipment problems must be reported immediately to Harborside Event Staff or Show Service Desk.
- Claims will not be considered unless filed by the exhibitor prior to the close of the show.

**Return Policy:**

It is the exhibitor's responsibility to return equipment to Harborside Event Staff or the Show Services Desk within one hour of the show closing.

**Service Requested:**

<i>Quantity</i>	<i>Service</i>	<i>Advance Rate</i>	<i>Standard Rate</i>	<i>Total</i>
	Phone Line (Local Service Only)	100.00	150.00	

**Additional Service and/or Equipment:**

<i>Quantity</i>	<i>Service</i>	<i>Advance Rate</i>	<i>Standard Rate</i>	<i>Total</i>
	Additional Phone Lines per line	30.00	45.00	
	Fax Machine	55.00	75.00	
	Single line Touch Tone Phone	5.00	5.00	

Show name: \_\_\_\_\_ Date: \_\_\_\_\_

Company name: \_\_\_\_\_ Booth #: \_\_\_\_\_

Authorized by: \_\_\_\_\_ Phone#: \_\_\_\_\_

Title: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

Payment Info:  Check  MC/ VISA/AMEX:# \_\_\_\_\_ Exp: \_\_\_\_\_

Name as it appears on card \_\_\_\_\_

Signature X \_\_\_\_\_