

PLEASE TYPE OR PRINT ALL ENTRIES. THIS FORM MUST BE FILLED OUT COMPLETELY. (SEE TERMS AND CONDITIONS BELOW)

IMPORTANT: In order to ensure having service on the date desired, this application and payment must be received 10 days prior to the requested service date. If your order is received any time after 10 days before the start of the event or if payment is not included, we will make best efforts, but cannot guarantee installation prior to the opening of the event.

MAIL / FAX TO:

 Finance Dept/The Pasadena Convention Center
 300 E. Green Street, Pasadena, CA 91101
 Tel: (626) 793-2122 Fax: (626) 844-1426

CONTACT / EVENT INFORMATION

EVENT NAME:		EVENT DATES:	
COMPANY NAME:		BOOTH #:	
ADDRESS:		TELEPHONE#:	
CITY, STATE, ZIP:		FAX #:	
CONTACT:		EMAIL:	
SIGNATURE:		Date	

TELEPHONE SERVICE (please indicate the service and number of lines required)

QUANTITY	TYPE OF LINE	PRICE (Ea)	TOTAL
Line Service	Telephone/Fax Line (analog) + Usage Charges**	\$246.38 (includes tax)	\$
	Credit Card/Outgoing Only Line (analog)	\$191.63 (includes tax)	\$
			\$
Set Rental	International Dialing Capabilities per Line	\$25.00	\$
	Telephone Instrument – Single Line	\$26.00	\$
	Conference Style Speaker Phone	\$50.00	\$
			\$
		***On Site Order Fee \$50.00:	\$
		Sub-Total:	\$
		****Additional Charges	
	Lost / Damaged Telephone Cable \$15ea		
	Lost/Damaged Instrument \$75ea		
	Line Moves After Installation \$75ea		
	Cancellation Fee after installation \$90		
		Total Due:	\$

SHOW GENERAL LOCATION OF JACK(S) IN BOOTH BELOW

Booth

Front of Booth / Aisle

**PLEASE NOTE THAT ALL TELEPHONE LINES ARE DIAL 9 LINES.

** ORDERS RECEIVED ON-SITE DURING EVENT SET-UP OR EVENT WILL BE ASSESSED A \$50 SERVICE CHARGE.

**** ADDITIONAL CHARGES WILL BE ASSESSED AT THE DISCRETION OF THE TELECOMMUNICATIONS DEPARTMENT

ALL LINES ARE DIAL 9
 Please program credit card machines accordingly

METHOD OF PAYMENT

CHECK	IMPORTANT: Please make checks payable to Pasadena Convention Center with return of this order. Orders received within 10 days of event must be accompanied by a cashier's check.	Check #	Amount \$	
	CREDIT	Please bill my credit card as indicated for all services ordered. I understand that all charges including deposits will be billed upon receipt of order. I authorize any additional charges above my deposit to be billed at the close of the event. <input type="checkbox"/> Master Card <input type="checkbox"/> Visa <input type="checkbox"/> AMEX	Credit Card#	Exp. Date
	AUTHORIZED SIGNATURE:		Date:	

TERMS AND CONDITIONS

- Credit will not be given for lines and telephones installed and not used.
- The exhibitor is responsible for the telephone(s) and cord(s).
- Exhibitor equipment must comply with all FCC Regulations. The Telecommunications Department will not ensure that exhibitor-provided equipment will be compatible with the telephone system.
- Telephone line / jack moves after installation will be billed at \$75 per move.
- Local and long distance calls will be tabulated on site at prevailing rates.
- User is responsible for full replacement cost of unreturned or damaged equipment.

A refund check or invoice will be mailed within thirty (30) days. Credit Card charges, if applicable, will appear on your statement. A detailed report of call usage is available upon request.

We recommend that you contact the Telecommunications Department prior to the Event for a configuration evaluation if you plan to use Digital lines, Multi-Button Sets, or have other enhanced service requirements.

Telecom Dept Use Only	EXTENSION ISSUED:	
	INSTRUMENTS ISSUED:	Equipment Returned: Y N
	CABLES ISSUED:	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 No. of Cables Returned:

Finance Dept Use Only:

tel svc order form FY18

Date Order Rec'd _____ Amount Recv'd _____

Ext(s) Assigned: _____