



Telecommunications

Return Form To:
 650 Okeechobee Blvd.
 West Palm Beach, FL. 33401
 Attn: Exhibitor Services

Phone: 561-366-3023
 Fax: 561-366-3024

To receive advance rate, orders and full payment must be postmarked 14 days prior to the first scheduled show date.

Event Name:		Booth #	
Exhibiting Company:		Dates - From:	
Address:		To:	
City:	State:	Zip Code:	Ordered By:
Phone:	Cell:	E-Mail:	Fax:
Service Description:	Qty.	14 Day Advance Rate	Show Rate
Service Description:			Total
Analog Telephone Services [Dial 9]:			
Analog Package, which includes 1 phone line and 1 phone set		\$190.00 + \$28.29 CST Tax = \$218.29	\$260.00 + \$38.71 CST Tax = \$298.71
Analog Telephone Line Only		\$185.00 + \$27.55 CST Tax = \$212.55	\$240.00 + \$35.74 CST Tax = \$275.74
Automatic Outside Line (no need to dial "9")		\$15.00 + \$2.23 CST Tax = \$17.23	\$20.00 + \$2.98 CST Tax = \$22.98
Digital Phone Services [Dial 9]:			
Digital Package, which includes 1 phone line w/multifeature speaker phone		\$250.00 + \$37.23 CST Tax = \$287.23	\$325.00 + \$48.39 CST Tax = \$373.39
Hunt / Rollover Feature with Basic Digital Service		\$30.00 + \$4.47 CST Tax = \$34.47	\$39.00 + \$5.81 CST Tax = \$44.81
Other Custom Phone Switch Programming Available		Call for Quote	
Additional Services Available:			
Voice Mail (per Mailbox)		\$25.00 + \$3.72 CST Tax = \$28.72	\$32.00 + \$4.76 CST Tax = \$36.76
Long Distance Rates per Minute: (All Long Distance charges will be assigned to credit card on file.) N. America -\$1.00 + 14.89% CST Tax; Directory Asst. -\$2.00 + 14.89% CST Tax; Int'l. Dialing \$3.00 + 14.89% CST Tax International Dialing?: Yes _____ No _____			
Labor:			
IT Technicians are available for Customer Support			
at a Rate of \$80.00 per hour, 1/2 Hour minimum.			_____ hr./hrs. \$
Miscellaneous:			
			\$
TOTAL			\$
Special Instructions:			

Prices listed are for the entire show.

By signing and returning this form, customer agrees to all terms and conditions printed on this form and related documents. The PBCCC reserves the right to correct orders that have been figured incorrectly. Tax rates are subject to change without notice.

Signature _____ Date _____

Check: Payable to: Palm Beach County Convention Center _____ Visa _____ MasterCard _____ American Express Account No: _____ / _____ / _____ Exp. Date _____ Verification Code _____ Cardholder Name (Please Print) _____ Authorized Signature: _____ Credit Card Billing Address: _____ City/State/Zip: _____	PBCCC USE ONLY
	Amount Paid _____ Balance Due _____ FOP _____ Date Received _____ Initials _____ Notes _____

Rev. 10/06

SEE REVERSE SIDE FOR PAYMENT, TERMS AND CONDITIONS

Palm Beach County Convention Center
Telecommunication Service Terms and Conditions:

Payment:

PBCCC must receive payment in full with your order at least fourteen (14) days prior to the first scheduled show date. Orders received less than fourteen (14) days in advance or without full payment will not receive Advance Rates, regardless of date of receipt from Show Management. Unpaid orders will not be installed. We accept checks, Visa, MasterCard, and American Express.

Any additions or changes to your order, advance or on-site, will require full payment before installation. Any Long Distance charges or replacement of damaged / missing equipment will be billed after the end of the event.

Rates and Labor Charges:

- a. These rates only cover bringing service to your booth in the most convenient manner.
- b. Rates do not include connecting equipment to provided services.
- c. Special placement or relocation of service will require a labor charge. Contact Exhibitor Services, at top of the Order Form, to order special placement of service.
- d. Late or On-Site Orders: - We cannot guarantee service will be operable by the opening of the show. Installation during show hours may require Show Management approval. No discounts will be given.
- e. All prices are based on current rates and are subject to change without notice.

Install / Disconnect and Use of Service

- a. Orders paid in full will be processed and installation completed in order of receipt whenever possible. Earliest orders usually receive highest priority.
- b. All equipment provided will remain the property of Palm Beach County Convention Center and shall be disconnected / removed by our staff only. The exhibitor is responsible for replacement, repair costs and damages to equipment during rental period. The rental period is from installation through removal.
- c. Telephone Service: Telephone lines ordered will be provided with Long Distance capacities unless specifically noted on the order form. Remember to show any need for International Dialing capability.
- d. Equipment: ONLY PBCCC digital phone sets shall be used on digital service for technical reasons and system compatibility.
- e. Labor: If you need special placement of your service, e.g., under carpet or front of booth, a telecomm technician can assist you for a labor charge of \$80 per hour or \$40 minimum charge. Contact Exhibitor Services, at the top of the Order Form, to order special placement of your service.

Contact Exhibitor Services via the information found at the top of this order form to inquire about availability of specialized services and price quotation.

CANCELLATION POLICY:

- a. If cancelled before installation and more than six [6] days prior to 1st Show Date = 90% REFUND.
- b. If cancelled before installation, but six [6] days or less prior to the 1st Show Date = 50% REFUND.
- c. If cancelled after the service has been installed = NO REFUND.

NOTICE: The Palm Beach County Convention Center is not responsible for damage to personal equipment and/or personal injury due to the misuse of provided services. Any tampering with IT equipment [including, but not limited to, utility floor boxes, cabling, or rented equipment] at any time may result in the disconnection of services and/or additional charges. PBCCC cannot be responsible for any injuries or damages that may occur as a result of this tampering.