



Facility Services
9575 South State Street
Sandy, UT 84070
(801) 565-4411 voice
(801) 565-4454 fax

TELEPHONE ORDER FORM

Event: _____	Event Date: _____
Company Name: _____	Booth / Location: _____
Address: _____	
City: _____	State: _____ Zip: _____
Phone: _____	Fax: _____
Ordered By: _____	Email Address: _____

	Quantity:	Advanced Order:	Standard Order:	Total:
Telephone Line *- Analog telephone line with dial "9", Includes telephone set. _____		\$200.00	\$250.00	_____

CREDIT CARD OR DEPOSIT REQUIRED FOR LONG DISTANCE CHARGES

Primary use for this line is: Telephone: Fax: Credit Card Line: Modem Line:

Do you require a telephone set? **Yes / No** Number of telephone sets required: _____

Programming Options -

Toll Restriction, Call Waiting, Transfer _____		\$15.00	\$30.00	_____
No dial 9, Voice Mail, Hunt _____		\$50.00	\$75.00	_____
Duplication _____			\$60.00	_____
Relocation _____			\$75.00	_____

Telephone Equipment *-

Speaker or Two-Line Telephone _____			\$50.00	_____
Polycom Conference Telephone _____			\$125.00	_____

Special Services -

CREDIT CARD OR DEPOSIT REQUIRED FOR LONG DISTANCE CHARGES

Copper Dry Pair Patch _____			\$200.00	_____
100BaseT Fiber Patch _____			\$500.00	_____
Technician Labor (one hour minimum) _____			\$75.00/ hr	_____
Description of labor: _____				

***Tax on Telephone line and Equipment only**

Payment must be received before service is provided. Payment can be made by Check, Visa, Master Card or American Express. See reverse side for conditions and regulations.

Please provide a diagram of booth indicating service location. Return this form to South Towne Expo Center Facility Services 9575 South State Street, Sandy, UT 84070 or fax to (801) 565-4454.

SUBTOTAL _____
TAX (6.85%) _____
TOTAL _____

Card Number: _____	Expiration Date: _____
Name: _____	Signature: _____



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TELECOMMUNICATIONS CONDITIONS & REGULATIONS

1. Payment for services must accompany orders to qualify for advanced order rates.
2. Checks are to be made payable to South Towne Exposition Center.
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. Notification of cancellation must be received a minimum of ten days prior to show move-in.
6. Telephone sets must be picked up at the service desk during move-in. Telephone sets must be returned to the service desk within one hour of show close.
7. All changes from original order will be assessed a relocation charge of \$75.00 per line.
8. All exhibitor services will be disconnected on the last day of the event, thirty minutes after the official closing time.
9. South Towne Exposition Center is not responsible for lost or damaged equipment while in the exhibitor's possession. A replacement fee will be assessed on all equipment not returned.
10. All prices are for rental of materials and equipment. Materials and equipment used in installation remain the property of the South Towne Exposition Center.
11. Under no circumstances shall anyone other than South Towne Expo Center technicians do any special wiring in the convention center without prior written approval.
12. Telecommunication services ordered by outside providers will be placed in the Facility Services Switch Room (MDF). These services will be extended to desired location by South Towne Expo Technicians. These services will be assessed co-location fees for wiring and labor.
13. 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, over-head drops and/or special set-up or installation of communication equipment. Additional labor charges will be assessed when special services are required.
14. Copies of all charges will be faxed approximately one week after show close.
15. Disputes concerning service must be filed by the exhibitor with the Facility Services Department prior to the close of the show. Disputes will be resolved by the South Towne Expo Center in a timely manner.
16. Payment in full must be rendered on all orders when order is placed. **NO EXCEPTIONS PLEASE.** All payments are in US Dollars. All additional services provided at the show must be paid in full at the time of request. Any long distance charges incurred at the show will be charged to the exhibitor's credit card.
17. This order form is accurate as of June 1, 2009. If you have received an order form that is more than one year past this date please call (801) 565-4411 to obtain a current form.