



Facility Services
 9575 South State Street
 Sandy, UT 84070
 (801) 565-4414 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:	Standard Order:	Total:
Telephone Line *- Analog telephone line with dial "9", Includes telephone set. _____		\$205.00	_____
<u>CREDIT CARD OR DEPOSIT REQUIRED FOR LONG DISTANCE CHARGES</u>			
Primary use for this line is: Telephone: <input type="checkbox"/> Fax: <input type="checkbox"/> Credit Card Line: <input type="checkbox"/> Modem Line: <input type="checkbox"/>			
Do you require a telephone set? Yes / No Number of telephone sets required: _____			

Programming Options -

Toll Restriction - (local, "800" and credit card calling only) _____	\$15.00	_____
Hunt (rollover to another line) - _____	\$50.00	_____
Call Waiting - _____	\$50.00	_____
Transfer - _____	\$50.00	_____
Voice Mail Box - (includes security password) _____	\$50.00	_____

Telephone Equipment *-

Two-Line Telephone Set - _____	\$50.00	_____
Speaker Telephone Set - (small group) _____	\$50.00	_____
Conference Telephone Set - (large group) _____	\$125.00	_____

Special Services -

ISDN Line (BRI) - 128Kbps digital service, RJ45 connector. _____	\$525.00	_____
<u>CREDIT CARD OR DEPOSIT REQUIRED FOR LONG DISTANCE CHARGES</u>		
Copper Dry Pair Patch - _____	\$200.00	_____
10BaseT Fiber Patch - _____	\$350.00	_____
100BaseT Fiber Patch - _____	\$500.00	_____
Misc. Technical Labor (one hour minimum) - _____	\$75.00 per hour	_____
Description of labor: _____		

High Speed Internet Services are also available. Please call Facility Services at (801) 565-4414 for an order form.

Payment must be received before service is provided. Payment can be made by Check, Visa, **SUBTOTAL** _____
 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 **TAX (6.80%)** _____
 South Towne Expo Center Facility Services 9575 South State Street, Sandy, UT 84070 **TOTAL** _____
 or fax to (801) 565-4454. ***Tax on Telephone line and Equipment only**

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



Facility Services
9575 South State Street
Sandy, UT 84070
(801) 565-4414 voice
(801) 565-4454 fax

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 exhibitors 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 exhibitors credit card.
17. This order form is accurate as of April 1, 2007. 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.