TELECOM SERVICE ORDER FORM



Effective through June 30, 2020

Remit to: Portland Expo Center 2060 N. Marine Drive, Portland, OR 97217 Tel. (503) 736-5200 Fax (503) 736-5201

NAME OF EVENT		BOOTH No				
	ITOR NAMEEVENT DATES					
ADDRESS_			ZIP			
EMAIL ADDRESS						
PHONE	FAX					
AUTHORIZED PERSON						
AUTHORIZED SIGNATURE						
FORM OF PAYMENT: Order Online Here	y check or money	order in the amount of	\$			
	I Mastercard		(Payable to: Portland Expo Center)			
	T No.:Exp. DATE:CCV:					
NAME:	AUTHORIZED SIGNATURE:					
(To access outside line you must first dial 9) OUANTITY SERVICE Analog Telephone Line	ADVANCED* ORDER \$228.00	FLOOR <u>ORDER</u> \$258.00	<u>AMOUNT</u>			
Analog Telephone Line (Please specify if using other equipment, ie modem, fax	machine, credit card	machine, or require a complimentary phone instrume	ant)			
Each Additional Telephone Line	\$190.00	\$220.00	\$			
SPECIAL REQUIREMENTS OR CHARGES:			\$			
(No Proxy serving is allowed unless approved by the Expo operations department QUANTITY SERVICE	<u>ORDER</u>	<u>ORDER</u>	<u>AMOUNT</u>			
First IP - High Speed Data Line	\$380.00		\$			
Additional IP - High Speed Data Line	\$280.00	\$305.00	\$			
Labor: The Expo Center telecommunications specialist charg	\$					
*To receive advanced rate discount, orders must be received with payment a minimum of fourteen (14) days prior to first move-in day. GRAND TOTAL \$						
SHOW GENERAL LOCATION OF LINE PLACEMENT IN BOO	TH	FOR EXPO USE ONLY				
REAR		ORDER SUBTOTAL	\$			
		LESS PREPAYMENT	()			
LEFT R	IGHT	CALLS	\$			
		LESS PAYMENT	()			
AISLE		BALANCE DUE EXPO/EXHIBITOR	\$			

- Telephone Service Conditions and Regulations
 Claims will not be considered unless filed by exhibitor prior to close of show.
 All material and equipment furnished by the Portland Expo Center for this service shall remain the property of the Portland Expo Center, and shall be removed ONLY by the Portland Expo Center at the close of the event. Please leave telephone (%) is head? leave telephone(s) in booth.
- Unless otherwise directed, only Portland Expo Center personnel are authorized installation of service.
- Credit will not be given for lines installed but not used. Advanced orders shall receive priority service.
- Prices are based upon current rates and are subject to change without notice.
- Access to utility floor boxes must be maintained.
- A \$25.00 charge applies to move installed lines.
- Rates guoted for all connections cover the bringing of one service to the booth in the most convenient manner, and do not include connecting equipment or wiring.

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to cut floor coverings to permit	Date Processed:
	Fax Order:

OFFICE USE ONLY

Date Received:

