



Telephone Service Order Form

Rates Effective through June 30, 2010

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

Date Received _____
 Date Processed _____
 Fax Order _____

NAME OF EVENT _____		BOOTH NO _____	
EXHIBITOR NAME _____		EVENT DATES _____	
ADDRESS _____	CITY _____	STATE _____	ZIP _____
AUTHORIZED PERSON _____		PHONE _____	
AUTHORIZED SIGNATURE _____		DATE _____	

FORM OF PAYMENT: () Enclosed is my check or money order in the amount of: (No personal checks please) \$ _____

CREDIT CARD INFORMATION: () Visa () Mastercard () American Express (Payable to: Portland Expo Center)

ACCOUNT No. _____ Exp. DATE: _____

NAME: _____ AUTHORIZED SIGNATURE _____

QUANTITY	SERVICE	ADVANCE ORDER *	FLOOR ORDER **	AMOUNT
_____	Analog Telephone Line (Please specify if using other equipment; i.e., modem, fax machine, credit card machine, or if you require a complimentary phone instrument)	\$165.00 **	\$195.00**	\$ _____
_____	Each Additional Analog Telephone Line	\$125.00 **	\$155.00**	\$ _____

SPECIAL REQUIREMENTS OR CHARGES: _____ \$ _____

* To receive advance rate discount, orders must be received with payment a minimum of fourteen (14) days prior to first event day. ORDER SUBTOTAL \$ _____

**Price includes \$20 (non-refundable) toward phone usage. Long distance charges will be invoiced at current prevailing rates. Clients will be invoiced for long distance charges over \$20.00. To access outside line you must first dial 9.

Additional Services:

High Speed Data Lines: No Proxy serving is allowed unless approved by our Operations Department. All prices are per IP address.

	ADVANCE ORDER*	FLOOR ORDER	
<i>First IP</i>	\$330.00	<i>First IP</i> \$355.00	\$ _____
<i>Add. IP</i>	\$230.00	<i>Add. IP</i> \$255.00	\$ _____

Labor: The Expo Center Telecommunications Specialist charges labor beyond services noted above. Call for current rate. \$ _____

GRAND TOTAL \$ _____

SHOW GENERAL LOCATION OF LINE PLACEMENT IN BOOTH

REAR

LEFT RIGHT

AISLE

For Expo Use Only

ORDER SUBTOTAL	\$ _____
LESS PREPAYMENT	(_____)
CALLS	(_____)
LESS PAYMENT	(_____)
BALANCE DUE EXPO/EXHIBITOR	\$ _____

PAYMENT IN FULL MUST BE RENDERED BEFORE SERVICE IS CONNECTED

**TELEPHONE SERVICE
CONDITIONS & REGULATIONS**

1. Claims will not be considered unless filed by exhibitor prior to close of show.
2. All material and equipment furnished by the Expo Center for this service shall remain the property of the Expo Center, and shall be removed **ONLY** by the Expo Center staff at the close of the show. Please leave telephone in your booth.
3. Unless otherwise directed, Expo Center personnel are authorized to cut floor coverings to permit the installation of service.
4. Credit will not be given for lines installed but not used.
5. Advance orders shall receive priority service.
6. Prices are based upon current rates and are subject to change without notice.
7. Access to utility floor boxes must be maintained.
8. \$25.00 charge to move installed line.
9. Rates quoted 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.
10. All equipment must comply with FCC regulations.

Question or Service:
The Portland Expo Center
503-736-5200 / info@expoctr.org
www.expoctr.org