



Telephone Service Request Form

Please fill out and fax to (310) 458-2813:

Conference Manager _____ Ext. _____

Organization Name: _____

An Exhibitor/ Affiliate of: _____

Contact Name: _____ Contact Phone: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Method of Payment: Visa  MC  AMEX 

Bill to Credit Card Number: _____ Exp. Date: _____

Cardholder Name (Please Print): _____

Cardholder Signature: _____

Please include a legible, light photocopy or etching of the credit card, front and back, and cardholder's driver's license for authorization.

Bill to Master Account No.: _____ (Internal Use Only)

Function Room/ Booth Number	Install Date	Install Time	Disconnect Date	Disconnect Time

<u>Types of Service</u>	<u>Installation</u>	<u>Daily Usage *</u>	<u>Quantity</u>
<input type="checkbox"/> House Line	\$ 50.00	None	_____
<input type="checkbox"/> DID Line (Local & Long Distance Access)	\$ 75.00	\$ 150.00 Per Line/ Per Day	_____
<input type="checkbox"/> Conference Style Speaker Phone:	\$ 190.00	Cost of Calls	_____
<input type="checkbox"/> Pop Up Request (Less than 4 hr notice)	\$ 50.00 Per Line		_____
<input type="checkbox"/> High Speed Internet Access	\$ 225.00	\$ 175.00 Per Day, Per Connection	_____
❖ Recommended for internet demonstrations – requires 72 hrs notice and special, client provided equipment.			
❖ Usage fees for more than 8 connections will be confirmed by Conference Manager			

* Please Note - Installation is NOT charged taxes, only Usage is taxed at 8.25% CA Sales Tax