



INTERNET & TELEPHONE SERVICE ORDER FORM

Arlington Convention Center • 1200 Ballpark Way, Arlington, Texas 76011
Phone (817) 459-5006 • Fax (817) 459-5091 • brenda.gardner@arlingtontx.gov



PLEASE READ BEFORE COMPLETING THIS FORM: While you may prefer to pay for services with a check or cash, the Arlington Convention Center additionally requires that you complete the credit card information below. This will assure that the Center is guaranteed payment for your local and/or long distance charges. If you feel you need further clarification of this policy, please call our Exhibitor Services at (817) 459-5006.

PLEASE PRINT OR TYPE: Payments in Full Must Be Rendered Before Service is Connected.

Name of Event _____ Booth No. _____
Exhibitor Name _____ Phone No. _____
Mailing Address _____ City _____ State _____ Zip _____
Authorized Signature _____ Event Date _____

PAYMENT INFORMATION: Enclosed is my check or money order in the amount of \$ _____ Check # _____
 Visa MasterCard AMEX Discover Diners Club **Make check payable to Arlington Convention Center**
Credit Card Acct. No. _____ Exp. Date _____ CVV2 code _____
Name (please print) _____ Authorized Signature _____
Card Billing Address _____ City _____ State _____ Zip _____

QUANTITY	SERVICE	RATE	AMOUNT
_____	Standard Exhibitor Telephone Line with Touch Tone Instrument	\$ 95.00	\$ _____
_____	Standard Exhibitor Line (Exhibitor uses own instrument)	\$ 95.00	\$ _____
_____	Standard Exhibitor Telephone Line with Touch Tone Speaker instrument	\$135.00	\$ _____
_____	If toll restriction is desired, please add service charge	\$ 10.00	\$ _____
_____	DSL Ethernet Connection (limited quantity)	\$325.00	\$ _____
_____	High-Speed Wireless Internet	\$325.00	\$ _____

RULES AND REGULATIONS

- IT IS THE EXHIBITOR'S RESPONSIBILITY TO ENSURE THAT CREDIT CARD MACHINES AND COMPUTERS ARE PROGRAMMED FOR DIAL 9 CALLING. CONTACT YOUR CREDIT CARD PROCESSOR FOR ALL CREDIT CARD PROGRAMMING INSTRUCTIONS.**
- Cables from modem to computer are not supplied by the Convention Center.
- PC's must be configured to allow set up for internet connection.
- In addition to basic telephone charge, exhibitor will be charged for local and long distance calls at the prevailing rates.
- A final summary statement detailing calls and charges, including taxes, will be sent to addressee listed on this form.
- Claims will not be considered unless filed by exhibitor prior to close of show.
- All material and equipment furnished by the Convention Center for this service order shall remain the property of the Convention Center.
- Unless otherwise directed, Convention Center personnel are authorized to cut floor coverings to permit installation of service.
- Credit will not be given for telephones installed and not used.
- Prices are based upon current wage rates and are subject to change without notice.
- Obstructions blocking utility floor boxes are subject to relocation as necessary.

TOTAL	\$ _____
LESS PAYMENT	\$ _____
BALANCE DUE	\$ _____
(Sales tax is reflected in all prices shown.)	

DISCLAIMER:

All users of this service agree to hold the City of Arlington, TX (hereafter referred to as City) or the Arlington Convention Center and its agencies harmless from any and all claims, losses, damages, obligations or liabilities, directly or indirectly relating to this service. In no event shall the City or the Arlington Convention Center and its agencies have any liability for lost profits or for indirect, special, punitive, or consequential damages or any liability to any third party, even if the City or the Arlington Convention Center and its agencies are advised of the possibility of such damages.
USER EXPRESSLY AGREES THAT USE OF THE SERVICE IS AT USER'S SOLE RISK THAT THE SERVICE IS PROVIDED ON AN "AS IS" BASIS.