



Rhode Island Convention Center
 One Sabin Street, Providence, Rhode Island 02903-1814
 Telephone (401) 458-6100 Fax (401) 458-6298

Office Use Only
 TS: _____

TELEPHONE SERVICE ORDER FORM

Name of Event _____ Event Dates _____ Booth # _____
 Company Name _____ Phone # _____ Fax # _____
 Address _____ City _____ State _____ Zip _____
 Contact Person _____ Signature _____ Date _____

Payment Notice: Prepaid rates apply only to orders received **15 days** prior to the first scheduled event move in day. Standard rates apply to orders received after this time. No Exceptions. Tax must be included unless a state tax exemption document is provided. **TELEPHONE SERVICE WILL NOT BE SUPPLIED UNTIL PAYMENT IS RECEIVED IN FULL.**

TELEPHONE SERVICE (800 NUMBERS AND LOCAL CALLS ONLY)

	*Pre Paid Rate	Standard Rate	Quantity	Subtotal	RI 7% tax	Total
Single Service Line	\$165.00	\$198.00				\$
Single Service Line w/ Speakerphone	\$186.00	\$216.00				\$

If Handset Needed, please check here

Subtotal:	\$
Tax (7%)	\$
	\$

ADDITIONAL SERVICES – PLEASE CONTACT RICC FOR ALL OTHER PHONE SERVICES

	*Pre Paid Rate	Standard Rate	Quantity	Subtotal	RI 7% tax	Total
Voice Mail Service	--	\$30.00				\$

❖ Long Distance Authorization Signature: _____

Subtotal:	\$
Tax (7%)	\$
TOTAL	\$

TELEPHONE SERVICE LABOR

• Labor Time will be charged in One Hour Increments. Minimum Charge One Hour

	Standard Rate	Quantity	Subtotal		Total
Straight Time: Monday - Friday	\$67.00 / hour			No Tax	\$
Premium Time: Saturday/Sunday/Holidays	\$99.50 / hour			No Tax	\$

TOTAL	\$
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***Please contact a local Verizon provider, as well as the RICC Electrical Department 60 days in advance for all Direct Dial Out, ISDN and DSL services. For price quote, please call Exhibitor Services.**

Total for All Services \$

Send this completed form with payment to the address at the top of the page. Please make checks payable to: Rhode Island Convention Center or you may pay by Credit Card. Company ck # _____

Visa MasterCard AMEX Discover

Card#: _____ Exp Date: _____

Print Name: _____

Authorized Signature: _____

Please Attach floor plan for specific installation. Thank You.

Instructions:

REAR R
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Standard Booth

**Do Not send this form to your decorating company.
 Please read the policies on the second page of this form.**



Terms and Conditions Telephone Service

1. Payment in full must be rendered prior to delivery of service.
2. There must be a credit card number and authorizing signature on file in order to activate long distance capabilities. All long distance charges will be charged to this credit card.
3. Advance order payment guarantee discount rate only, not availability of service.
4. Advance orders must be received a minimum of fifteen (15) days prior to scheduled move-in date. Date payment is received by the Rhode Island Convention Center will determine applicable rate.
5. Credit will not be given for services installed, but not used.
6. Changes of orders after installation may be subject to labor charges. Minimum of one hour.
7. All materials and equipment furnished by RICC for the service order shall remain the property of RICC and shall be removed only by the RICC staff at the close of the event.
8. Rate quotes for all connections cover the delivery of service to the booth / space in the most convenient manner and do not include connecting equipment and special wiring. Request for special services such as placing cords or relocating service(s) will be subject to additional labor charges.
9. Unless otherwise directed, RICC Personnel are authorized to enter the booth for utility box access and/or to cut floor coverings to permit installation of service.
10. Walls, columns and permanent building utility outlets are not part of booth space and are not to be used by exhibitors.
11. Claims will not be considered unless filed by the exhibitor prior to the close of the event.
12. All equipment to be connected by the RICC technicians must comply with the federal, state and local safety codes.
13. Under no circumstance should anyone other than a RICC technician make service connection.
14. All equipment should be properly tagged and wired with complete information as to type of current, voltage, phase, cycle, horsepower, ect. All equipment using water must have an inlet and outlet properly tagged.
15. Telephone service will be turned on one (1) hour prior to show opening and turned off at event closing each day.
16. RICC is not responsible for equipment that is not powered down correctly at the end of each day.
17. Advanced / Faxed order receipts can be obtained at the Exhibitor Services Center located on the 3rd Level of the Rhode Island Convention Center.
18. This order form must be completed fully in order to process.
19. Service aisles must be kept clear at all times for access to utility boxes.

**Please return this form to the Rhode Island Convention Center (FAX 401-458-6298).
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**Questions regarding service should be directed to the Exhibitor Services Center
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Providence, RI 02903
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Fax (401) 458-6298**