



Los Angeles Convention Center

2005 TELECOMMUNICATIONS SERVICE ORDER

VALID FROM JANUARY 1 - DECEMBER 31, 2005

CUSTOMER SERVICES 1201 SOUTH FIGUEROA STREET LOS ANGELES, CA 90015 (213) 741-1151, Ext. 5470 FAX: (213) 765-4444 E-mail: customerservices@lacclink.com TDD: (213) 763-5080

NAME OF EVENT, EVENT DATES, BOOTH NUMBER(S), EXHIBITING FIRM, ON SITE SHOW CONTACT, ADDRESS, CITY, STATE, ZIP, TELEPHONE, FAX, E-MAIL, ORDER ON LINE AT www.lacclink.com, PAYMENT IN U.S. DOLLARS OR CREDIT CARD AUTHORIZATION MUST ACCOMPANY THIS ORDER FOR PROCESSING, MAKE CHECK PAYABLE TO: LOS ANGELES CONVENTION CENTER, CREDIT CARD NO., EXP. DATE, PLEASE PRINT NAME AS IT APPEARS ON CARD, AUTHORIZED SIGNATURE OF CARDHOLDER, DATE

Credit Card Billing Address

PLEASE SEE BACK OF FORM FOR INFORMATION AND CONDITIONS FOR SERVICES PROVIDED

Table with 5 columns: 1. TYPE OF SERVICE, QTY., RATE, CODE, AMOUNT. Rows include Single Line, Multi-Line, Modem Line, Dedicated Line, Dry Pair, Circuit No., Subtotal (a), Local Calls include 213 Area Code only, For Toll Calls and Long Distance access, include Credit Card Authorization, Subtract (b) from (a) for amount due, SUBTOTAL (1). See A1 on back of form to apply 20% discount (b).

Table with 5 columns: 2. SPECIAL SERVICES AVAILABLE (credit card authorization required), QTY., RATE, CODE, AMOUNT. Rows include ISDN BRI Line, ISDN Connection, For T-1 Service or Special Requirements contact LACC Telecommunications Department no less than 30 days prior to show for confirmation of service and installation coordination. SUBTOTAL (2)

Table with 5 columns: 3. TELEPHONE INSTRUMENT, QTY., RATE, CODE, AMOUNT. Row: Single Line Touch Tone Phone (you keep at end of show) See 1A. SUBTOTAL (3)

ADD SUBTOTALS 1 - 3 FOR TOTAL AMOUNT DUE

Please submit floor plan showing exact location of telephone in booth. If no plan is submitted, telephone will be installed in center of booth or most convenient location. A relocation fee will be charged for moves or reinstallations requested. TELECOMMUNICATIONS LABOR RATES (1/2 HOUR INCREMENTS) Monday - Friday 8:00 a.m. - 4:30 p.m. \$ 60/Hr. All other times, Sat., Sun., Holidays \$120/Hr. Relocation charge per line. \$ 70

SHOW GENERAL LOCATION OF CONNECTION. AISLE #, STANDARD, ISLAND, CORNER, INDICATE TYPE OF BOOTH & AISLE NO. FOR OFFICE USE ONLY Form of Payment, Amount \$, Date, Rec'd By, ID #, Date Entered, Initial, Ext. #. 48-44 (06/04) ORIGINAL (CUSTOMER SERVICES) YELLOW (EXHIBITOR) NO. T5

In submitting this order, the parties requesting service acknowledge that they have read and understand the Information and Conditions on the reverse side of this order form and agree to accept the terms therein.

INFORMATION AND CONDITIONS

The Los Angeles Convention Center is the exclusive provider for telecommunication services within its facilities. This includes all exhibit halls, meeting rooms, exterior areas and temporary structures. All requirements for telecommunication services, whether originating or terminating in the LACC, must be arranged and coordinated with the LACC Telecommunications Department.

In providing the services requested in this order, neither the City of Los Angeles, nor its officers, employees, agents, contractors nor subcontractors shall be liable to (Customer) for any damages, including special, incidental or consequential damages for loss, damage or expense, directly or indirectly arising from (Customer's) use or inability to use the services herein requested, or for commercial loss of any kind (including loss of business or profits) whether or not the City of Los Angeles has been advised of the possibility of such damage or loss.

A. SERVICE ORDER REQUEST AND PAYMENT

1. This service order form **MUST BE RECEIVED WITH FULL PAYMENT AND CREDIT CARD PAYMENT NO LESS THAN TWENTY (20) DAYS PRIOR TO FIRST SCHEDULED SHOW DAY FOR DISCOUNT RATE.**
2. Orders received less than twenty (20) days prior to first show day will be charged at the LISTED RATE. Checks will not be accepted for on-site orders.
3. Booth number and location of telephone connection must be identified for processing of order.
4. Credit card authorization must be on file for long distance access and toll calls.
5. Long distance access will be unrestricted unless requested otherwise.
6. Credit cannot be given for service installed and not used.
7. All long distance calls are subject to applicable local, State and Federal taxes.
8. A final summary statement detailing calls and charges, including taxes, will be sent to addressee listed on this form.
9. A show directory will be prepared and distributed prior to show opening.
10. Refunds will not be granted for service installed and deemed inoperative due to faulty exhibitor equipment or off site service problem.
11. A \$35 service fee will be charged for all returned checks.

B. SERVICE INSTALLATION AND EQUIPMENT USE

1. Single Line Phones. Exhibitor may supply their own single line touch tone telephone, or Single line phones purchased from the LACC shall become property of the Exhibitor upon issuance. Telephones may be purchased at the LACC Customer Services Desk.
2. Multi-Line Telephones require a deposit of \$350 (minimum) for each multi-line unit, must be paid prior to issuance. Open credit card draft will be required for deposit. The exhibitor will be responsible for LACC telephone equipment while in his possession. Multi-line telephone handsets must be returned @ the close of the exposition.
3. Material and equipment supplied by the LACC shall remain the property of the LACC.
4. Unless otherwise directed, LACC installing personnel are authorized to cut booth floor coverings when required for installation of service.
5. A labor charge will be assessed for re-locating after initial installation has been completed.
6. Testing or troubleshooting exhibitor equipment when requested to determine reason for inoperative service shall be done on a time and material basis.

C. TYPE OF SERVICE

SINGLE LINE – Basis service includes one voice line. PBX must dial 9 then dial number. Telephone not included. See B1 above.

MULTI-LINE TELEPHONE REQUIREMENTS – A multi-button, touch tone telephone set, provides a main number and more than one line on a single phone instrument.

TELEPHONE SETS SUPPLIED BY EXHIBITORS MUST BE TOUCH TONE AND MEET FCC REGULATIONS.

DEDICATED LINES AND DRY PAIR are for circuits only – The LACC Telecommunications Department is able to provide access to services for data and voice transmission. For additional information or service requirements, call (213) 741-1151 ext. 4698.

TO GUARANTEE SERVICE FOR T1, ISDN, OR CATEGORY 5 CABLE INSTALLATION REQUIREMENTS, ORDER MUST BE PLACED WITH LACC NO LESS THAN 30 DAYS PRIOR TO SHOW.

THE LOS ANGELES CONVENTION CENTER IS A NON-SMOKING FACILITY.