



GREATER FORT LAUDERDALE ♦ BROWARD COUNTY
CONVENTION CENTER

TELEPHONE SERVICE ORDER FORM

(SEE REVERSE SIDE FOR TERMS AND INSTRUCTIONS)

Date: _____



PLEASE TYPE OR PRINT ALL ENTRIES. THIS FORM MUST BE FILLED OUT COMPLETELY.

IMPORTANT: In order to insure having service on the date desired, this form and payment must be received 15 days prior to the requested service date.

LINE SERVICE (please indicate the service and number of lines required)

QTY.	TYPE OF LINE (Must dial 8 + #)	PRICE	+	*USAGE DEPOSIT	TOTAL
_____	Telephone Line (analog) (Choose type of set below) Usage - .50 Per Call + Toll Charges	\$180.00	+	\$100.00	_____
_____	Modem Line (analog) Usage - .50 Per Call + Toll Charges	\$195.00	+	\$100.00	_____
_____	Dry Pair (For Circuits)	\$195.00	+	N/A	_____
_____	ISDN Line (digital) (term equip. not included)	\$400.00	+	N/A	_____
_____	High Speed (T-1) Internet	Contact our office for an order form			

FEATURES	per line	
_____	Call Waiting	\$15.00
_____	3-Way Conference Calling	\$15.00
_____	Toll Restriction	\$15.00
_____	Hunting (Rotary)	\$15.00

TELEPHONE SET RENTAL

			* SET DEPOSIT	
_____	Single Line Set	\$10.00	+	\$50.00
_____	Speakerphone w/Hold	\$25.00	+	\$100.00
_____	Cordless Telephone(s)	\$20.00	+	\$100.00
_____	Multi-Line Digital Set w/Hold	\$25.00	+	\$100.00
_____	Fax Machine (plain paper) per event	\$195.00	+	\$100.00

OTHER SERVICES

_____	Voice Mailbox	\$25.00	_____
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10 DIGIT DIALING IS REQUIRED
FOR LOCAL CALLS.

On-site Order Fee \$25.00	_____
Sub Total	_____
6% Sales Tax	_____
14.79% Communications Tax	_____
TOTAL DUE \$	_____

SHOW GENERAL LOCATION
OF JACKS IN BOOTH



FLOOR PLAN ATTACHED? ☐ YES ☐ NO

Note: Orders received during event set-up will require a \$25 service charge.

REQUESTED DATE FOR CONNECTION _____
(INSTALLATION TO BE COMPLETED BY 9 A.M. ON THE DATE REQUESTED, EXCEPT FOR SUNDAYS.)

CELLULAR TELEPHONES AND SERVICE ARE AVAILABLE UPON REQUEST.
PLEASE CALL 954-765-5959 FOR ORDER PLACEMENT.

*USER IS RESPONSIBLE FOR FULL REPLACEMENT COST OF UNRETURNED OR DAMAGED EQUIPMENT.
**N/A IF CREDIT CARD IS UTILIZED

TELECOMMUNICATIONS USE ONLY:

DATE ORDER REC'D _____

AMOUNT REC'D _____

EXT(S) ASSIGNED _____

IMPORTANT Please include payment for the <u>amount required plus required deposit</u> made payable to SMG with return of this order.		<input type="checkbox"/> Master Card <input type="checkbox"/> Visa <input type="checkbox"/> AMX <input type="checkbox"/> Check # _____ Credit Card # _____ EXP DATE _____ Cardholders Name (Print) _____ Authorized Signature _____	
EVENT NAME		EVENT DATES	
FIRM NAME		BOOTH#	
ADDRESS		TELEPHONE#	
CITY, STATE, ZIP		FAX#	
SIGNATURE		CONTACT NAME	

Our staff looks forward to serving you during your stay at the Greater Fort Lauderdale/Broward County Convention Center. We hope your visit is a prosperous one. If you have any questions concerning the provision of telecommunication services please call our office at 954-765-5959.

In order to provide efficient and reliable exhibitor services, we ask you to review the following:

TERMS AND INSTRUCTIONS

1. When your Telephone Service Order Form is received fifteen (15) days prior to the opening of your event, THE TELECOMMUNICATIONS DEPARTMENT will insure installation by the opening day of said event. If your order is received any time after 15 days before the start of the event or if payment is not included, we will make the best efforts, but cannot guarantee installation prior to the opening of the event.
2. The form must be filled out completely.
3. Floor orders will require an additional \$25 service charge.
4. Upon check-in, personal and/or company credit card imprint may be requested to keep on file until check-out.
5. Credit will not be given for lines and telephones installed and not used.
6. The telephone(s) and cord(s) issued to each exhibitor must be returned to the TELECOMMUNICATIONS Service Office or Service Desk at the conclusion of the event. The service area will remain open two hours following the conclusion of the event.
7. The exhibitor is responsible for the telephone(s) and cord(s). An unreturned or damaged telephone for whatever reason, will result in a loss of the deposit.
8. Exhibitor equipment must comply with all FCC Regulations. The TELECOMMUNICATIONS Department will not ensure that exhibitor-provided equipment will be compatible with the telephone system.
9. Should an exhibitor have a problem with the telephone service, please contact the TELECOMMUNICATIONS Service Office.
10. Exhibitor is responsible for replacement charges resulting from inadvertent (jack and wiring) damage incurred upon initiation of service to the booth (Minimum \$30).
11. Telephone jack moves will be billed at \$60 per move.
12. Local and long distance calls will be tabulated on-site at the prevailing rates. At the end of the event the cost of calls will be deducted from the usage deposit.

A refund check or invoice will be mailed within thirty days. Credit card charges, if applicable, will appear on the following month's statement. Call detail reports are available upon request.
13. A prefix "8" is required for outside calls.
14. 10 digit dialing is required for local calls.