



Los Angeles Convention Center

2008 TELECOMMUNICATIONS SERVICE ORDER

VALID FROM JANUARY 1 - DECEMBER 31, 2008

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

NAME OF EVENT		EVENT DATES		BOOTH NUMBER(S)	
EXHIBITING FIRM/COMPANY			ON SITE SHOW CONTACT (PLEASE PRINT)		
ADDRESS		CITY		STATE	
				ZIP	
TELEPHONE		FAX		E-MAIL	
ORDER ONLINE AT www.lacclink.com		PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM NO. CCA MUST ACCOMPANY THIS ORDER. PAYMENT IN U.S. DOLLARS.			
click: Services Provided then click: Exhibitor Services		<input type="checkbox"/> AMERICAN EXPRESS <input type="checkbox"/> COMPANY CHECK <input type="checkbox"/> CERTIFIED CHECK <input type="checkbox"/> DINERS CLUB <input type="checkbox"/> MASTER CARD <input type="checkbox"/> VISA			
MAKE CHECK PAYABLE TO: LOS ANGELES CONVENTION CENTER					

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

(1) TYPE OF SERVICE	QTY	RATE	CODE	AMOUNT
A. Single Line (must Dial 9 then number)		\$280	LIN	
B. Multi Line (minimum 2 lines/1 phone) (rate listed is per line)		\$280	MUL	
C. Modem Line (Direct Dial) (credit card authorization required).		\$380	MOD	
D. Dedicated Line (Direct Dial) (credit card authorization required)		\$380	DED	
E. Dry Pair		\$380	T03	
Circuit No. _____			SUBTOTAL (a)	
Local Calls include 213 Area Code <u>only</u> See A1 on back of form to apply 20% discount (b)				
<input type="checkbox"/> For Toll Calls and Long Distance access, include Credit Card Authorizaition				
Subtract (b) from (a) for amount due			SUBTOTAL (1) \$	

(2) SPECIAL SERVICES AVAILABLE (credit card authorization required)	QTY	RATE	CODE	AMOUNT
A. Broadcasting ISDN BRI Line (includes LACC connection and SBC ISDN line) . . .		\$580	BRI	
B. Broadcasting ISDN Connection (LACC connection only/user provides ISDN line) . . .		\$400	ISDN	
For T-1 Service or Special Requirements contract LACC Client IT Service Division at (213) 765-4647. <u>no less than 30 days</u> prior to show for confirmation of service and installation coordination.				SUBTOTAL (2) \$

(3) TELEPHONE INSTRUMENTS	QTY	RATE	CODE	AMOUNT
Single Line Touch Tone Phone (you keep at end of show) See 1A		\$30	T05	
NOTE: Exhibitor must pick up phone at Exhibitor Services Desk				SUBTOTAL (3) \$

ADD SUBTOTALS 1 - 3 FOR TOTAL AMOUNT DUE \$

SERVICE LOCATION - For 10x10 in-line booths and peninsula booths, use the space below to indicate placement of service.
Island booths must submit a floor plan that includes proper orientation and measurements in feet and inches.

Front of booth

 Show location of service

TELECOMMUNICATIONS LABOR RATES (1/2 HOUR INCREMENTS)	
Monday - Friday 8:00 a.m. - 4:30 p.m.	\$ 65/Hr.
All other times, Sat., Sun., Holidays	\$ 130/Hr.
Relocation charge per line	\$ 70
FOR OFFICE USE ONLY	
Form of Payment _____	NO. T8
Amount \$ _____ Date: _____	
Received By _____ ID # _____	
Date Entered _____ Initial _____	
Ext. # _____	

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 (LACC) is the exclusive provider of telecommunication services within its facilities. This includes all exhibit halls, meeting rooms, public areas, exterior areas, and parking lots/garages. All requirements for telecommunication services, whether originating or terminating in the LACC, must be arranged and coordinated with the LACC Client IT Services Division.

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 Exhibitor for any damages, including special, incidental or consequential damages for loss, damage, or expense, directly or indirectly arising from Exhibitor'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 or credit card payment** no less than twenty (20) days prior to first scheduled show day for the **DISCOUNT** to be applied.
2. Orders received less than thirty (30) 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 or equipment 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 \$35.00 service fee will be charged for returned checks.

B. SERVICE INSTALLATION AND EQUIPMENT USE

1. Single Line Phones. Exhibitor may supply their own single line touch tone telephone, or
2. Single line phones purchased from the LACC shall become the property of the Exhibitor upon issuance. Telephones may be purchased at the LACC Exhibitor Services Desk.
3. Multi-Line Phones 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 the LACC telephone equipment while in Exhibitor's possession. Multi-line telephone headsets must be returned at the close of the exposition.
4. Material and equipment supplied by the LACC shall remain the property of the LACC.
5. Unless otherwise directed, LACC installing personnel are authorized to cut booth floor covering when required for installation of service.
6. A labor charge will be assessed for re-locating after initial installation has been completed.
7. 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, provided 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 Client IT Services Division is able to provide access to services for data and voice transmission. For additional information or service requirements, call (213) 765-4647.

TO GUARENTEE 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



Los Angeles Convention Center

PAYMENT & CREDIT CARD CHARGE AUTHORIZATION

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NAME OF EVENT		EVENT DATES		BOOTH NUMBER	
EXHIBITING FIRM/COMPANY				ON SITE SHOW CONTACT (PLEASE PRINT)	
ADDRESS		CITY		STATE ZIP	
TELEPHONE		FAX		E-MAIL	
CREDIT CARD CHARGE AUTHORIZATION					
<input type="checkbox"/> AMERICAN EXPRESS		<input type="checkbox"/> DINERS CLUB		<input type="checkbox"/> MASTER CARD	
<input type="checkbox"/> VISA				EXP. DATE	
ACCOUNT NUMBER					MO. / YEAR
Card Holder's Billing Address - IF DIFFERENT FROM ABOVE				CITY STATE ZIP	
PRINT CARD HOLDER'S NAME		CARD HOLDERS' SIGNATURE		DATE	

Please complete the information requested and return this form with your service orders. You may choose to pay by credit card, or check; however, **we require your credit card authorization to be on file with LACC.** Full payment or credit card authorization must be received 20 days prior to the first show day to qualify for the discount on pre-show orders. Payment or credit card authorization received after cut-off date will be charged at the on-site order rate. **LACC will use this authorization to charge your credit card for any additional charges incurred as a result of on-site orders placed by your representative(s).**

TOTAL FROM EACH ORDER FORM

ELECTRICAL	\$	
ELECTRICAL LABOR (Move-in & Move-out)	\$	
(Electrical Labor invoices will be calculated according to actual hours worked.)		
TELECOMMUNICATIONS	\$	
TELECOMMUNICATIONS LABOR	\$	
TOLL AND LONG DISTANCE CHARGES	\$	(Billed at the close of the event)
PLUMBING	\$	
PLUMBING LABOR	\$	
BUILDING PERMIT FEE	\$	
OTHER (specify) _____	\$	
OTHER (specify) _____	\$	
OTHER (specify) _____	\$	
		TOTAL AMOUNT DUE

Los Angeles Convention Center Federal Tax ID #95-6000-735

Make check payable to the **LOS ANGELES CONVENTION CENTER** or indicate the amount to be charged to the credit card on pre-show orders.

1. No. _____ Date _____ Amount \$ _____
Checks must be drawn on U.S. Bank and in U.S. currency.

OR

2. Charge credit card for pre-show orders in the amount of \$ _____

FOR OFFICE USE ONLY

Date received _____ Discount Cut-off Date _____

ORIGINAL (Exhibitor Services)
YELLOW (Exhibitor)

NO. CCA