



**GREATER COLUMBUS
CONVENTION CENTER**



**EXHIBITION SERVICES
ORDER FORM**

Return to and make check payable to:
**Greater Columbus
 Convention Center
 Client Utilities Dept.
 400 North High Street
 Columbus, Ohio 43215
 614-827-2548/2648
 Fax 614-827-2658**

Name of Exhibition or Show: _____ Booth No. _____
 Firm/Booth Name: _____ Show Dates _____
 Address: _____ Phone No. _____
 City: _____ State: _____ Zip: _____
 Ordered By: _____ Signature: _____ Date: _____
 (Print or Type)

Signature of Requesting party on order form indicates acceptance of terms and conditions on reverse side.

PAYMENT NOTICE: ADVANCE RATES apply only to orders paid in full and received 12 Days PRIOR TO THE FIRST SCHEDULED DECORATOR MOVE-IN DAY
 STANDARD RATES must be paid at move-in for all other orders. NO EXCEPTIONS

ALL ORDERS MUST BE PAID IN FULL WITH U.S. FUNDS

ALL ORDERS MUST BE MAILED, FAXED, ONSITE OR ONLINE

(www.columbusconventions.com)

IF FORMS ARE FAXED, PLEASE DO NOT MAIL.

TELEPHONE SERVICE

QUANTITY:	TYPE OF SERVICE	ADVANCE RATE	STANDARD RATE	TOTALS
_____	Standard telephone line (analog)	\$200.00	\$240.00	_____
_____	Standard telephone line w/phone instrument	\$225.00	\$260.00	_____
_____	Voice Mail Box	\$55.00	\$80.00	_____
_____	Call Waiting	\$55.00	\$80.00	_____
_____	ISDN/BRI (128k)	\$400.00	\$500.00	_____
_____	Multiple locations for a single phone number	\$95.00	\$150.00	_____
_____	Hours/Labor (1 hr min./layout)		\$45.00	_____
			TOTAL DUE	_____

****A valid credit card and signature must be on file prior to installation of telephone service. Credit card will be charged for all calls made on assigned extension(s) for the duration of the show/meeting.**

*Please see the reverse side of this form for the current telephone billing charges.

GRAND TOTAL DUE \$ _____

SEE REVERSE FOR CONDITIONS AND REGULATIONS FOR TELEPHONE

<p>PAYMENT INFORMATION - Payment Must be in U.S. Funds</p> <p>_____ Check # _____ (see ** note above)</p> <p>_____ Credit Card/Visa/MC/AE/Discover Complete enclosed credit card authorization form.</p>	<p>OFFICE USE ONLY</p> <p>_____ Pre-Order _____ On-Site Order</p> <p>_____ Received By _____ Date:</p> <p>_____ Equipment Installed By _____ Date: _____ Time</p> <p>_____ Posted By _____ Date</p>
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ALL ORDERS MUST BE PAID IN FULL PRIOR TO OPENING OF FIRST DAY OF SHOW

GREATER COLUMBUS CONVENTION CENTER IMPORTANT CONDITIONS AND REGULATIONS

PAYMENT NOTICE:

ADVANCE RATES apply only to order paid in full and received 12 DAYS PRIOR TO THE FIRST SCHEDULED DECORATOR MOVE-IN DAY

STANDARD RATES must be paid at move-in for all orders. **NO EXCEPTIONS**

ALL ORDERS MUST BE PAID IN FULL WITH U.S. FUNDS BY OPENING OF FIRST DAY OF SHOW

All terms, conditions, and rates on this form are subject to change at any time without notice.
CONDITIONS FOR PROCESSING SERVICE ORDER FORMS:

1. Payment IN FULL, IN U.S. FUNDS must accompany service order form.
2. All order form information must be completed in full for order to be processed. Incomplete order forms could result in processing delay resulting in slow service installation.
3. No service will be installed until full payment is received.
4. Cancellations:
Refunds will be computed as follows:
 1. After installation of utilities - NO REFUND. Cancellation of exhibitor equipment and/or non-use does not justify refund.
 2. Refunds will be given on preorders up to 3 days prior to move-in of show.
5. Any returned check will have a \$25.00 Returned Check Fee.

ALL REFUNDS WILL BE FORWARDED, BY MAIL OR CREDITED

**ANY DISCREPANCIES OR DEVIATIONS FROM ORIGINAL ORDER MUST BE BROUGHT TO THE
ATTENTION OF THE GREATER COLUMBUS CONVENTION CENTER SERVICE DESK,
PRIOR TO THE OPENING OF THE FIRST DAY OF THE SHOW!**

TELEPHONE SERVICE

1. Greater Columbus Convention Center is the exclusive provider of telecommunications for the Greater Columbus Convention Center.
2. Incomplete telecommunications requirements may delay processing and labor charges will be added in the event of changes made after initial installation.
3. Credit will NOT be given for service installed and not used.
4. Exhibitors must sign for and pick up telephone sets at the Service Desk.
5. Telephone MUST be returned to Service Desk one hour after show closing.
6. Exhibitors will be fully responsible for the protection and safekeeping of telephone equipment.
7. Only Convention Center personnel are authorized to modify system wiring and cable.
8. Malfunctions in equipment will not be considered unless filed in writing by exhibitor prior to closing exposition.
9. Greater Columbus Convention Center is not responsible for any level fluctuations or circuit failure due to temporary or load telephone company conditions.
10. All equipment must comply with FCC regulations.
11. Prices are based on current rates and are subject to change without notice.
12. Rates quoted for phone service cover only the bringing of service to the booth in the most convenient manner.
13. All inquiries for data line service and other special needs should be directed to the Facility Technical Manager.
14. Work done after 5:00 p.m. and anytime on Saturdays, Sundays or holidays is at the double time rate. Labor hired at one hour minimum.
15. Any changes in location after initial installation will reflect a one hour minimum labor charge of \$45.00.
16. Layout must be attached to original order. Labor charges will apply for all layouts attached, layout changes after installation or no layout attachment.

*Current Telephone Billing Charges

These rates are subject to change at any time without notice

The current telephone billing charges are as follows:

- \$0.15 per call for local calls
- \$0.15 per call for toll free calls
- \$0.15 per minute for all local toll calls (long distance in the central Ohio area)
- \$0.15 per minute for all long distance calls
- \$0.70 for local and toll free information calls (411 and 1-800-555-1212)
- \$1.00 for long distance information calls (1-area code-555-1212)
- \$1.50 for all local and long distance operator assisted calls
- International rates vary and will be invoiced at cost

We have the ability to restrict your telephone service to prohibit long distance calls.

If you would like to restrict your service, the following options are available:

- Local and toll free service only
- Local, toll free, and Interstate long distance service
- Local, toll free, Interstate and International long distance service

Please inform the Client Utilities staff if you would like your phone service restricted.

Must dial '9' to get outside line.

RETURN TO & MAKE CHECK
PAYABLE TO
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