SOUTH TOWNE
EXPOSITION CENTER

Facility Services
9575 South State Street
Sandy, UT 84070
(385) 468-2281 voice
(385) 468-2275 fax

TELEPHONE ORDER FORM

Event: _____ Event Date: _____

Company Name: _____ Booth / Location: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Ordered By: _____ Email Address: _____

	Quantity:	Advanced Order:	Standard Order:	Total:
Telephone Line *- Analog telephone line with dial "9", Includes telephone set.	_____	$200.00	$250.00	_____

CREDIT CARD OR DEPOSIT REQUIRED FOR LONG DISTANCE CHARGES

Primary use for this line is: Telephone: ☐ Fax: ☐ Credit Card Line: ☐ Modem Line: ☐

Do you require a telephone set? Yes / No Number of telephone sets required: _____

Programming Options -

Toll Restriction, Call Waiting, Transfer	_____	$15.00	$30.00	_____
Voice Mail, Hunt	_____	$50.00	$75.00	_____
Duplication	_____		$60.00	_____
Relocation	_____		$75.00	_____

Telephone Equipment *-

Speaker or Two-Line Telephone	_____		$50.00	_____
Polycom Conference Telephone	_____		$125.00	_____

Special Services -

CREDIT CARD OR DEPOSIT REQUIRED FOR LONG DISTANCE CHARGES

Copper Dry Pair Patch	_____		$200.00	_____
100BaseT Fiber Patch	_____		$500.00	_____
Technician Labor (one hour minimum)	_____		$75.00/ hr	_____

Description of labor: _____

***Tax on Telephone line and Equipment only**

Payment must be received before service is provided. Payment can be made by Check, Visa, Master Card or American Express. See reverse side for conditions and regulations.
Please provide a diagram of booth indicating service location. Return this form to South Towne Expo Center Facility Services 9575 South State Street, Sandy, UT 84070 or fax to (385) 468-2275.

SUBTOTAL _____
TAX (6.85%) _____
TOTAL _____

Card Number: _____ Expiration Date: _____

Name: _____ Signature: _____

SOUTH TOWNE
EXPOSITION CENTER

Facility Services
9575 South State Street
Sandy, UT 84070
(385) 468-2281 voice
(385) 468-2275 fax

EXHIBITOR INTERNET ORDER FORM

Event: _____ Event Date: _____

Company Name: _____ Booth / Location: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Ordered by: _____ Email Address: _____

Shared High Speed Internet Services -

Direct Access to Internet. One 10/100BaseT (Cat5) line to booth with RJ45 connector. Hubs and cables not included. Exhibitors are responsible for set-up and configuration of personal equipment. Servers/Gateways are excluded - you must order Priority Internet Service (see below).

	Quantity:	# of days	Standard Order:	Total:
Single 256K Connection w/ 1 IP Address (routers not allowed) **DAY RATE** -	_____	_____	$40.00/day	_____
EVENT RATE-	_____		$120.00	_____
Shared 256K Connection w/ 1 IP Address –	_____		$350.00	_____
Single 768K Connection w/ 1 IP Address (routers not allowed) -	_____		$500.00	_____
Shared 768K Connection w/ 1 IP Address –	_____		$700.00	_____
Single T-1 (1.54 Mbps) Connection w/ 2 IP Addresses (routers not allowed) -	_____		$850.00	_____
Shared T-1 (1.54 Mbps) Connection w/ 2 IP Addresses –	_____		$1,100.00	_____
Additional IP Addresses -	_____		$45.00	_____

Priority Internet Service -

5 Mbps Bandwidth w/ 30 IP Addresses - Up to 5 drops. One 10/100BaseT (Cat5) line to each location. Hubs and cables not included. Exhibitors are responsible for set-up and configuration of personal equipment.	_____	$5,000.00	_____
Additional Internet Drops -	_____	$350.00	_____

Equipment -

8 Port Hub -	_____	$75.00	_____
16 Port Hub -	_____	$120.00	_____
24 Port Hub -	_____	$150.00	_____
Patch Cable (up to 25') -	_____	$25.00	_____
In Booth Networking Labor - (one hour minimum)	_____	$ 75.00 per hour	_____

Special Services -

ISDN Line (BRI) - 128Kbps digital service, RJ45 connector. Credit card or deposit required for usage charges.	_____	$525.00	_____
Copper Dry Pair Patch -	_____	$200.00	_____
10BaseT Fiber Patch -	_____	$350.00	_____
100BaseT Fiber Patch -	_____	$500.00	_____
Misc. Technical Labor (one hour minimum) -		$75.00 per hour	_____

Description of labor: _____

SUBTOTAL _____

TAX (6.85%)* _____

TOTAL _____

***Tax on Equipment only**

Payment must be received before service is provided. Payment can be made by Check, Visa, Master Card or American Express. See reverse side for conditions and regulations. **Please provide a diagram of booth indicating service location.** Return this form to South Towne Facility Services 9575 South State Street, Sandy, UT 84070 or fax to (385) 468-2275.

Card Number: _____ Expiration Date: _____

Name: _____ Signature: _____

SOUTH TOWNE
EXPOSITION CENTER

Facility Services
9575 South State Street
Sandy, UT 84070
(385) 468-2281 voice
(385) 468-2275 fax

TELECOMMUNICATIONS CONDITIONS & REGULATIONS

1. Payment for services must accompany orders to qualify for advanced order rates.
2. Checks are to be made payable to South Towne Expo Center.
3. Credit will not be given for services installed and not used.
4. Quantities of some telecommunications services are limited. Please order early to ensure availability. Orders will be filled on a first come, first serve basis.
5. Notification of cancellation must be received a minimum of ten days prior to show move-in.
6. Equipment and Internet configurations (IP information) must be picked up at the service desk during move-in.
7. All changes from original order will be assessed a relocation charge of $75.00 per line.
8. All exhibitor services will be disconnected on the last day of the event, thirty minutes after the official closing time.
9. South Towne Expo Center is not responsible for lost or damaged equipment while in the exhibitor's possession. A replacement fee will be assessed on all equipment not returned.
10. All prices are for rental of materials and equipment. Materials and equipment used in installation remain the property of the South Towne Expo Center.
11. Under no circumstances shall anyone other than South Towne Expo Center Technicians do any special wiring in the convention center without prior written approval.
12. Telecommunication services ordered by outside providers will be placed in the Facility Services Switch Room (MDF). These services will be extended to desired location by South Towne Expo Center Technicians. These services will be assessed co-location fees for wiring and labor.
13. Rates quoted for all services include bringing the requested communication services to the booth in the most convenient manner and do not include special wiring, over-head drops and/or special set-up or installation of communication equipment. Additional labor charges will be assessed when special services are required.
14. Copies of all charges will be faxed approximately one week after show close.
15. Disputes concerning service must be filed by the exhibitor with the Facility Services Department prior to the close of the show. Disputes will be resolved by the South Towne Expo Center in a timely manner.
16. Payment in full must be rendered on all orders when order is placed. NO EXCEPTIONS PLEASE. All payments are in US Dollars. All additional services provided at the show must be paid in full at the time of request. Any long distance charges incurred at the show will be charged to the exhibitor's credit card.
17. This order form is accurate as of January 1, 2011. If you have received an order form that is more than one year past this date please call (385) 468-2275 to obtain a current form.