



Return this form to:
Salt Palace
Convention Center
Facility Services
100 S West Temple
Salt Lake City, UT
84101

Or Fax This Form to:
(801) 534-6390

Questions? Call Us:
(866) 964-6393

Payment must be
received before service
is provided.

Payment can be
made by check
Visa, Master Card,
American Express, or
Discover. See reverse
side for conditions and
regulations

Please Provide a
Diagram of Booth
Indicating service
location

TELEPHONE ORDER FORM

Event: _____ Event Date: _____
Company Name: _____ Booth/Location: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone: _____ Fax: _____
Ordered By: _____ Email Address: _____

TELEPHONE LINE

	QTY	ADV PRICE	STD PRICE	TOTAL
Analog Telephone Line with dial "9" <i>Includes telephone handset.</i>	_____	\$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 set required _____

PROGRAMMING OPTIONS

Toll Restrictions (local, "800", and credit card calling only)	_____	\$15.00	\$30.00	_____
Hunt (rollover to another line)	_____	\$15.00	\$30.00	_____
Call Waiting	_____	\$15.00	\$30.00	_____
Transfer	_____	\$15.00	\$30.00	_____
Voice Mail Box (includes security password)	_____	\$50.00	\$75.00	_____

TELEPHONE EQUIPMENT

Two - Line Telephone Set		\$50.00	_____
Speaker Telephone Set (small group)		\$50.00	_____
Conference Telephone Set (large group)		\$125.00	_____

MISCELLANEOUS TECHNICAL LABOR

One hour minimum		\$75.00	_____
Description of Labor _____		PER HOUR	

High Speed Internet Services are also available. Please call Facility Services at (866) 964-6393 or visit www.saltpalace.com and click on Facility Services to print a form.

PAYMENT CHECK VISA MASTERCARD AMERICAN EXPRESS DISCOVER

Credit Card Number: _____	SUBTOTAL	_____
Expiration Date: _____	TAX (6.85%)	_____
Name: _____	(TAX ON TELEPHONE LINE AND EQUIPMENT ONLY)	
Signature: _____	TOTAL	_____

TELECOMMUNICATIONS CONDITIONS & REGULATIONS

1. Services & Installation

- a. Quantities of some services are limited. Please order early to ensure availability. Orders will be filled on a first come, first serve basis.
- b. Telephone handsets can be picked up at the service desk or the Business Center during move-in. Telephone sets can be returned at the close of the event to either the Business Center or the Security office.
- c. All exhibitor services will be disconnected on the last day of the event, thirty minutes after the official closing time.
- d. Salt Palace Convention Center is not responsible for lost or damaged equipment while in the exhibitors possession. A replacement fee will be assessed on all equipment not returned. Equipment can be returned to the Salt Palace Security Office or the Business Center if a technician is unable to visit you at the close of the event.
- e. All prices are for rental of materials and equipment. Materials and equipment used in installation remain the property of the Salt Palace Convention Center.
- f. Under no circumstances shall anyone other than Salt Palace technicians do any special wiring in the convention center without prior written approval. 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 Salt Palace Technicians. These services will be assessed co-location fees for service plus wiring and labor.
- g. 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.

2. Rates & Payments.

- a. Payment for services must accompany all orders and be paid in full before service is installed. 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.
- b. Company checks are to be made payable to Salt Palace Convention Center. No personal checks accepted.
- c. Copies of all charges will be faxed approximately one week after show close.
- d. Disputes concerning service must be filed with the Facility Services Department prior to the close of the show. Disputes will be resolved by the Salt Palace in a timely manner.

3. Changes & Cancellations.

- a. Notification of cancellation must be received a minimum of ten days prior to show move-in. Any changes made after the ten day cut-off, but before installation begins will be assessed a 20% cancellation fee.
- b. Credit will not be given once service has been installed.
- c. All onsite changes to your service will be assessed a minimum charge of \$75.00 per line.

This order form is accurate as of July 1, 2009. If you have received an order form that is more than one year past this date please call (866) 964-6393 to obtain a current form.



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