



747 Howard Street ~ San Francisco, CA 94103 ~ Phone: 415-974-4080 ~ FAX: 415-974-4065

TELECOMMUNICATIONS ORDER FORM

Contact Information			
Event Name:		Event Date(s):	
Company:		Booth Number(s):	
Contact On-Site:	Phone:	E-Mail:	
SEND RECEIPTS TO:			
Company:		Attn:	
Address:			
City:	State:	Zip Code:	
Phone:	Fax:	E-Mail:	

Terms and Conditions

1. San Francisco Convention Facilities (S.F.C.F.) is the exclusive telecommunication services provider for the Moscone Center and the Bill Graham Civic Auditorium
2. This order form gives S.F.C.F. authorization to:
 - a. Provide services (rearrangement and/or disconnection of service and equipment) and to handle negotiations of telecommunications services and equipment
 - b. Make appropriate charges on the credit card provided

3. Service cancellations and refunds:

Order Changes/Cancellations	Fee
Returned check service charge	\$20.00
Move an installed line	\$100.00
Lost/damaged telephone instruments	\$75.00
Line cancellation before installation	\$50.00
Line cancellation after installation	\$100.00

**There will be no cancellation of phone lines after the event begins
Service refunds will be made within 30 days of the event close date**

3. Equipment procedures:

- a. Exhibitors can pick up telephone instruments or obtain help at the Telecommunications Service Desk
- b. Exhibitors are responsible for maintaining and returning equipment to the Service Desk after the show
- c. Rental equipment provided remains the property of S.F.C.F.
- d. Only S.F.C.F. personnel are authorized to modify system wiring and cabling
- e. All exhibitor brought equipment must comply with F.C.C. regulations

METHOD OF PAYMENT

Services will not be provided until completed order form and payment is received
REMAINING BALANCES WILL BE APPLIED TO CREDIT CARD ON FILE

Payment by Check: Check (must ALSO enclose CC number)

Payment by Credit Card: American Express MasterCard Visa

Credit Card Number: _____ Expiration Date: _____

Print Name on Card: _____

Card Holder Signature: _____

Please fax/mail order form along with payment to:

San Francisco Convention Facilities, Moscone Center
Attn: Telecommunications Department
747 Howard Street
San Francisco, CA 94103-3118

Event Name:		Event Dates:	
Company :		Booth Number(s):	
Phone:	E-Mail:		

Order Form

	Advanced Rate <small>10 business days before event</small>	Standard Rate	TOTAL	Includes:
TELEPHONE SERVICES				
Basic Services				
Single Line Telephone	_____ x \$250.00	_____ x \$295.00	= _____	dial '9' to access outside line
Multi Line Telephone	_____ x \$305.00	_____ x \$355.00	= _____	Touch-tone telephone instrument, telephone line and dial tone
Speaker Telephone	_____ x \$305.00	_____ x \$355.00	= _____	
Deposit for Usage Charge		_____ x \$75.00	= _____	Voice/fax/data analog unrestricted telephone service
Additional Services				
Restricted Calls		_____ x \$15.00	= _____	Unused deposit balances are refundable
Call Waiting		_____ x \$15.00	= _____	
Voicemail		_____ x \$25.00	= _____	** All calls including local and long distance calls are charged on a per minute basis. This includes telephones used for dial-up service
Dry/Twisted Pair (within facility only)	_____ x \$395.00	_____ x \$450.00	= _____	

TOTAL DUE FOR ALL SERVICES	= _____
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Please specify phone and/or Internet location in booth-drawing below or attach a floorplan

Aisle No. _____

Moscone Center _____

Moscone West _____

Civic Auditorium _____

Front of Booth

Aisle No. _____

SFCF USE ONLY	
Extension No.:	_____
Account No.:	_____
Instrument No.:	_____
Returned Phone(s):	Y N