



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 INVOICE 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:	_____

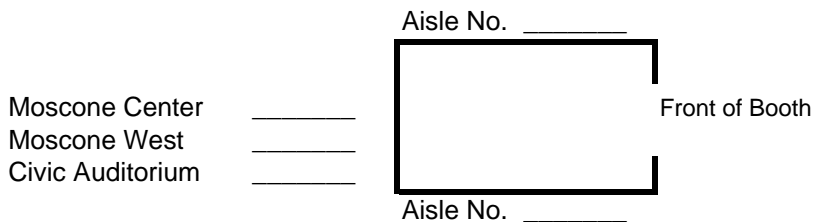
Please fax/mail order form along with payment to:

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

Event Name:	Service Dates:
Company :	Location:
E-Mail:	

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

Please specify phone and/or Internet location in booth-drawing below or attach floorplan



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