



INTERNET & TELEPHONE SERVICE ORDER FORM

Arlington Convention Center • 1200 Ballpark Way, Arlington, Texas 76011
Phone (817) 459-5006 • Fax (817) 459-5091 • brenda.gardner@arlingtontx.gov



PLEASE PRINT OR TYPE: Payment in Full Must Be Rendered Before Service is Connected.

Name of Event _____ Booth No. _____
 Exhibitor Name _____ Phone No. _____
 Mailing Address _____ City _____ State _____ Zip _____
 Authorized Signature _____ Event Date _____
 Email _____

PAYMENT INFORMATION: Enclosed is my check or money order in the amount of \$ _____ Check # _____
 Make check payable to Arlington Convention Center
 Visa MasterCard AMEX Discover Diners Club
 Credit Card Acct. No. _____ Exp. Date _____ CVV2 code _____
 Name (please print) _____ Authorized Signature _____
 Card Billing Address _____ City _____ State _____ Zip _____

Quant.	Service	Advance Pmt.	Floor Order	Amount Due
_____	Standard Telephone Line	\$105	\$120	\$ _____
_____	Standard Telephone Line with Touch Tone Instrument	\$105	\$120	\$ _____
_____	Wired Ethernet (5Mbps up/dn) - Initial Device	\$100/day (\$400 max)	+\$80 1-time	\$ _____
_____	Premium Wired Ethernet (10Mbps up/dn) - Initial Device	\$200/day (\$800 max)	+\$80 1-time	\$ _____
_____	Additional Device	\$50 ea/per day		\$ _____
_____	Ethernet Cord Rental (comp. cord provided with each connection)	\$20 ea		\$ _____
_____	Other: _____			\$ _____

RULES AND REGULATIONS

- IT IS THE EXHIBITOR'S RESPONSIBILITY TO ENSURE THAT CREDIT CARD MACHINES ARE PROGRAMMED FOR DIAL 9 CALLING. CONTACT YOUR CREDIT CARD PROCESSOR FOR ALL CREDIT CARD PROGRAMMING INSTRUCTIONS.**
- Users are responsible for configuration of their own equipment.
- Claims will not be considered unless filed by exhibitor prior to close of show.
- All material and equipment furnished by the Convention Center for this service order shall remain the property of the Convention Center.
- Unless otherwise directed, Convention Center personnel are authorized to cut floor coverings to permit installation of service.
- Credit will not be given for services not used.
- Prices are based upon current wage rates and are subject to change without notice.
- Obstructions blocking utility floor boxes are subject to relocation as necessary.

TOTAL	\$ _____
LESS PAYMENT	\$ _____
BALANCE DUE	\$ _____
(Sales tax is reflected in all prices shown.)	

DISCLAIMER:

All users of this service agree to hold the City of Arlington, TX (hereafter referred to as City) or the Arlington Convention Center and its agencies harmless from any and all claims, losses, damages, obligations or liabilities, directly or indirectly relating to this service. In no event shall the City or the Arlington Convention Center and its agencies have any liability for lost profits or for indirect, special, punitive, or consequential damages or any liability to any third party, even if the City or the Arlington Convention Center and its agencies are advised of the possibility of such damages.

USER EXPRESSLY AGREES THAT USE OF THE SERVICE IS AT USER'S SOLE RISK THAT THE SERVICE IS PROVIDED ON AN "AS IS" BASIS.