



# TELECOM SERVICE ORDER FORM

Effective through June 30, 2018

Remit to: Portland Expo Center  
2060 N. Marine Drive, Portland, OR 97217  
Tel. (503) 736-5200 Fax (503) 736-5201

NAME OF EVENT \_\_\_\_\_ BOOTH No. \_\_\_\_\_  
 EXHIBITOR NAME \_\_\_\_\_ EVENT DATES \_\_\_\_\_  
 ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_  
 EMAIL ADDRESS \_\_\_\_\_  
 PHONE \_\_\_\_\_ FAX \_\_\_\_\_  
 AUTHORIZED PERSON \_\_\_\_\_  
 AUTHORIZED SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

FORM OF PAYMENT: Order Online [Here](#)  Enclosed is my check or money order in the amount of... \$ \_\_\_\_\_  
 CREDIT CARD INFORMATION:  Visa  Mastercard  American Express (Payable to: Portland Expo Center)  
 ACCOUNT No.: \_\_\_\_\_ Exp. DATE: \_\_\_\_\_  
 NAME: \_\_\_\_\_ AUTHORIZED SIGNATURE: \_\_\_\_\_

(To access outside line you must first dial 9)

QUANTITY	SERVICE	ADVANCED* ORDER	FLOOR ORDER	AMOUNT
_____	<b>Analog Telephone Line</b> <small>(Please specify if using other equipment, ie modem, fax machine, credit card machine, or require a complimentary phone instrument)</small>	\$220.00	\$250.00	\$ _____
_____	<b>Each Additional Telephone Line</b>	\$180.00	\$210.00	\$ _____

SPECIAL REQUIREMENTS OR CHARGES: \_\_\_\_\_ \$ \_\_\_\_\_

(No Proxy serving is allowed unless approved by the Expo operations department.)

QUANTITY	SERVICE	ADVANCED* ORDER	FLOOR ORDER	AMOUNT
_____	<b>First IP - High Speed Internet Line</b>	\$360.00	\$385.00	\$ _____
_____	<b>Additional IP - High Speed Internet Line</b>	\$260.00	\$285.00	\$ _____

Labor: The Expo Center telecommunications specialist charges labor beyond services noted above (call for current rate). \$ \_\_\_\_\_

\*To receive advanced rate discount, orders must be received with payment a minimum of fourteen (14) days prior to the start date. **GRAND TOTAL** \$ \_\_\_\_\_

**PAYMENT IN FULL MUST BE RENDERED BEFORE SERVICE IS CONNECTED**

SHOW GENERAL LOCATION OF LINE PLACEMENT IN BOOTH		FOR EXPO USE ONLY	
REAR		ORDER SUBTOTAL	\$ _____
LEFT	RIGHT	LESS PREPAYMENT	( _____ )
		CALLS	\$ _____
		LESS PAYMENT	( _____ )
AISLE		BALANCE DUE EXPO/EXHIBITOR	\$ _____

### Telephone Service Conditions and Regulations

1. Claims will not be considered unless filed by exhibitor prior to close of show.
2. All material and equipment furnished by the Portland Expo Center for this service shall remain the property of the Portland Expo Center, and shall be removed ONLY by the Portland Expo Center at the close of the event. Please leave telephone(s) in booth.
3. Unless otherwise directed, only Portland Expo Center personnel are authorized to cut floor coverings to permit installation of service.
4. Credit will not be given for lines installed but not used.
5. Advanced orders shall receive priority service.
6. Prices are based upon current rates and are subject to change without notice.
7. Access to utility floor boxes must be maintained.
8. A \$25.00 charge applies to move installed lines.
9. Rates quoted for all connections cover the bringing of one service to the booth in the most convenient manner, and do not include connecting equipment or wiring.
10. All equipment must comply with FCC regulations.

**OFFICE USE ONLY**

Date Received: \_\_\_\_\_

Date Processed: \_\_\_\_\_

Fax Order: \_\_\_\_\_

