

INTERNET & TELEPHONE SERVICE ORDER FORM

Arlington Expo Center, 1200 Ballpark Way, Arlington, Texas 76011
PHONE 817.459.5006 FAX 817.459.5091 EMAIL accutilities@arlingtontx.gov

PLEASE PRINT OR TYPE *Payment in full must be rendered before service is connected.*

NAME OF EVENT _____ EVENT DATE _____ BOOTH # _____
EXHIBIT NAME _____ PHONE _____
ADDRESS _____ CITY _____ STATE _____ ZIP _____
AUTHORIZED PERSON _____ EMAIL _____
AUTHORIZED SIGNATURE _____ DATE _____

PAYMENT INFORMATION

☐ Check (enclosed) Make check payable to **Arlington Expo Center**

Check # _____ Amount \$ _____

☐ VISA ☐ MasterCard ☐ AMEX ☐ Discover

Credit Card Account No. _____ Exp Date _____ CVV Code _____

Name on Card (please print) _____ Authorized Signature _____

Card Billing Address _____ City _____ State _____ ZIP _____

COMMUNICATION SERVICE CONNECTIONS **Deadline for Early Bird Rate: one week prior to move-in date*

QUANTITY	SERVICE	RATE	EARLY BIRD RATE*	AMOUNT
_____	Standard Telephone Line	\$120	\$105	\$ _____
_____	Standard Telephone Line with Touch-tone Instrument	\$120	\$105	\$ _____
_____	Standard Wired Ethernet (5Mbps up/down) – Initial Device	\$80 install + \$120 / day	\$100 / day (\$400 max)	\$ _____
_____	Premium Wired Ethernet (10Mbps up/down) – Initial Device	\$80 install + \$220 / day	\$200 / day (\$800 max)	\$ _____
_____	Wired Ethernet - Additional Device	\$50/ea p/day		\$ _____
_____	Additional Ethernet Cord Rental (one complimentary cord provided with each connection)	\$20 / each		\$ _____
_____	OTHER: _____			\$ _____

DISCLAIMER:

All users of this service agree to hold the City of Arlington, TX (hereafter referred to as CITY) or the Arlington Expo Center and/or its agencies harmless from any and all claims, losses, damages, obligations or liabilities, directly or indirectly relating to this service. In no event shall CITY, Arlington Expo Center, and/or 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 CITY, the Arlington Expo Center and/or its agencies are advised of the possibility of such damages.

TOTAL \$ _____
8.25% SALES TAX \$ _____
*** LESS PAYMENTS** \$ _____
BALANCE DUE \$ _____

**Payment must accompany order to receive discount rates.*

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 City of Arlington for this service order shall remain the property of the City of Arlington.
- Unless otherwise directed, venue 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.

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