



# HIGH SPEED INTERNET — TELEPHONE — CABLE TV ORDER FORM

**Company Name:** \_\_\_\_\_ **BOOTH No:** \_\_\_\_\_

**Event: MCSC SMALL BUSINESS MEETING Dates: NOVEMBER 19TH, 2009**

## ADVANCE PAYMENT PRICE DEADLINE: THURSDAY, NOVEMBER 5TH, 2009

In order to grant this discount, the Fredericksburg Expo & Conference Center **MUST** receive **full payment** and this order form no later than the above date. All payments received after this date will be charged **REGULAR PRICE**. **Exceptions will not be made.**

<u>Description</u>	<u>Quantity</u>	<u>Advanced Payment Price</u>	<u>Standard Price</u>	<u>Cost</u>
Wireless Internet		\$45.00/1 computer (\$25.00 each additional computer)	\$65.00	
Ethernet Internet Box		\$45.00/1 computer (\$25.00 each additional computer) PLUS 5% tax	\$65.00 plus 5% sales tax	
Standard Voice Line		\$124.00	\$185.00	
Dial-Up Modem or Credit Card Line		\$124.00	\$185.00	
Fax Line		\$124.00	\$185.00	
Phone Instrument		\$21.00 plus 5% Sales Tax:		
<sup>1</sup> Refundable Ethernet Box <u>deposit</u>		\$150.00 PER BOX		
<b>TOTAL:</b>				\$ _____

### Terms and Conditions

- Advanced rate cut off is 2 weeks (14 days) prior to the first day of move-in.
- Contracts for special services must be received no later than 30 days prior to move-in to ensure service.
- To assist us in processing your service contract, payment for services must accompany contract. Booth number(s) must be identified on form.
- NO REFUNDS OR CREDIT will be given for services once installed.
- A \$500.00 service charge will be assessed to relocate your line after installation.
- A \$500.00 service charge will be assessed for cancellations within 14 days of first day of move-in.
- There will be a \$.25 surcharge for all "1-800" calls, and a \$.95 surcharge for all long distance directory assistance calls.
- Fredericksburg Expo & Conference Center is not responsible for exhibitor equipment incompatible with Fredericksburg Expo & Conference Center equipment.
- No claims will be considered unless filed with Fredericksburg Expo & Conference Center prior to closing of show.
- Customers who choose to pay by check **must also supply a valid credit card number**. Any and all charges not prepaid, including those for long distance calls and unreturned equipment, will be billed to the credit card. Your signature below indicates you accept knowledge and agree to all terms and conditions herein and will authorize Fredericksburg Expo Center to bill your credit card.

### CABLE MODEM / CONVERTER DELIVERY / ETHERNET BOX— initial at time of install

Fred. Expo Rep.: \_\_\_\_\_ Deposit received from client. Item(s) delivered in good condition and working order.  
 Client: \_\_\_\_\_ Item(s) received from Fredericksburg Expo Center in good condition and working order.

### CABLE MODEM / CONVERTER RETURN / ETHERNET BOX – initial at end of show

Fred. Expo Rep.: \_\_\_\_\_ Item(s) received from the client in good condition and working order.  
 Client: \_\_\_\_\_ Deposit received from Fredericksburg Expo & Conference Center.

### PAYMENT INFORMATION

**Payment by check:** (must be drawn on US Banks)

Payable to: **Fredericksburg Expo, LLC**  
 Send to: **2371 Carl D. Silver Parkway  
 Fredericksburg, VA 22401**

**Payment by credit card:**

Fill in all credit card information, sign the form and  
**FAX to: 540-548-0552**

**Questions: Casey 540-548-5555 ext 108**

**The Fredericksburg Expo & Conference Center will not honor advance payment pricing after the deadline. This includes the submission of faulty credit card information.**

Indicate desired location in booth with an X

Booth #: \_\_\_\_\_

Left  Right

COMPANY NAME:	PHONE:	FAX:
ADDRESS:	EMAIL:	
CITY: ST:	ZIP:	
SIGNATURE:	PRINT NAME:	
PAID BY: CK VISA MC AMX DISC CARD#	EXP DATE:	
CARD HOLDER SIGN HERE:	PRINT NAME:	

*Thank you for choosing the Fredericksburg Expo & Conference Center!*