Bayside Expo Center

200 Mount Vernon Street, Boston, MA 02125
Phone: 617-474-6000 Fax: 617-265-8434

REQUEST FOR TELECOMMUNICATIONS

EVENT:	**Event Dates:**
Company Name:	**Authorized By:**
Billing Name:	**Billing Address:**
City:	**State & Zip Code:**
Contact:	**Telephone #:**

PAYMENT MUST ACCOMPANY ORDER: ☐ **VISA** ☐ **American Express** ☐ **MasterCard** ☐ **Company Check***

*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 this credit card number. Your signature below indicates you acknowledge and agree to all terms and conditions herein and will authorize Bayside Expo Center to bill your credit card.

_____

CARD NUMBER EXPIRATION DATE NAME (AS IT APPEARS ON CARD)

_____

AUTHORIZING SIGNATURE DATE AUTHORIZED

Booth Number/Location:_____ Special Instructions: _____

_____

_____

Telecommunications Service

Description	Quantity	Advanced Rate	Standard Rate	Amount
Standard Voice Line		$220.00	$275.00	$
Credit Card Line* *Your credit card machine must be configured to dial "9" to access an outside line.		$220.00	$275.00	$
Fax Line		$220.00	$275.00	$
Phone Instrument		$15.00	$15.00	$
Hunt Group		$25.00	$30.00	$

Terms and Conditions: Telecommunications

1. **Advanced Rate cutoff is two weeks (14 days) prior to the first day of show.**
2. **Contracts for special services must be received no later than 30 days prior to first day of show to ensure service.**
3. **To assist us in processing your service contract, payment for service must accompany contract. Incomplete contract forms will delay processing. Booth Number(s) must be identified on face of form and location of telephone jack in booth must be designated under special instructions.**
4. **NO REFUNDS OR CREDIT will be given for services installed and not used or cancelled after installation.**
5. **A $50.00 service charge will be assessed to relocate your line after installation.**
6. **A $50.00 service charge will be assessed for cancellations within two weeks (14 days) of first day of show.**
7. **Bayside takes no responsibility for exhibitor equipment incompatible with Bayside Expo Center equipment.**
8. **Any claims will not be considered unless filed by exhibitor prior to close of the Event at Bayside Expo Center**

Please save this form as it will be the only receipt of your transaction.