



TAMPA CONVENTION CENTER TELEPHONE SERVICE ORDER

333 S. Franklin St.
Tampa, Florida 33602

PHONE
(813) 274-8511
1-800-426-5630

FAX
(813) 274-7859

Exclusive Service Provided By
Tampa Convention Center
www.TampaConventionCenter.com

SEE REVERSE SIDE FOR RATE, PAYMENT POLICIES, AND REGULATIONS.

Event Name		Booth #:	Booth Size: Standard ___ Island ___
Exhibitor Name			Dates From: To:
Address			Authorized Person
Address	City State Zip	E-mail	
Phone	() -	Fax	() -

Basic Service: Includes a touch-tone, single-line instrument, connector cord, local, and credit card calls, 1 hour of long distance, call forwarding (please indicate) and call waiting (please indicate). Phone instrument must be checked out from the TCC Service Desk during move-in hours. A fee will be assessed for all instruments not returned to the TCC Service Desk at the close of show.

	ADVANCE ORDER	FLOOR ORDER	QUANTITY	AMOUNT
Basic Service Line	\$229.00	\$305.00		
Call Forwarding Yes <input type="checkbox"/>				
Call Waiting Yes <input type="checkbox"/>				
Voice Mail	\$25.00	\$30.00		
ISDN Line (21 day advance notice required)	\$425.00	\$755.00		
2 Line Instrument	\$50.00	\$55.00		
4 Line Instrument	\$100.00	\$125.00		

Additional Charges and Services: For each long distance service line, a \$30.00 connection fee will be charged. Also, a one-time \$100.00 deposit is required for all long distance (including 800 and toll call service), if paying by check. Unused portions of any deposit will be refunded approximately 45 days after the close of show.

	PRICE	QUANTITY	AMOUNT
Long Distance Service Connection Fee	\$30.00		
Line Relocation	\$33.00		
Sub-Total			
*Communication Service Tax (14.99%)			
Long Distance Deposit (required if paying by check)			
Long Distance Call Charges (all taxes included)			
TOTAL			

Material and Labor: Phone lines will be located at the rear of the booth. A scaled floor plan must accompany all island booth orders showing location(s) of phone line termination. Orders will not be processed unless accompanied by required floor plans.

FORM OF PAYMENT PAYABLE TO THE CITY OF TAMPA				
Check <input type="checkbox"/>	Cash <input type="checkbox"/>	Visa <input type="checkbox"/>	MasterCard <input type="checkbox"/>	AMEX <input type="checkbox"/>
Account Number:			Exp. Date:	
Name (Please Print)				
Cardholder Signature				
<i>I also authorize charging any unpaid balances to my credit card.</i>				

TCC USE ONLY	
Check Number	
Amount Paid	
Balance Due	
Date Processed	
Processed By	
Postmarked Date	

*Communication Service Tax Include: State Portion: 9.17% - Local Portion: 5.82%

To receive advance rates, orders must be postmarked 14 days prior to the first day of show.

Telephone Service Instructions

**Complete the Order Form and retain a copy for your records.
Mail or fax a copy of the Order Form and FULL PAYMENT to:**
CITY OF TAMPA/TAMPA CONVENTION CENTER

ATTN: Service Desk
333 S. Franklin Street
Tampa, FL 33602
Fax: 813-274-7859

Rate Policy

1. ADVANCE RATES require that order forms, floor plans, AND full payment MUST be postmarked a Minimum of 14 CALENDAR DAYS PRIOR to the first day of show. FLOOR RATES will apply after the deadline. Purchase orders are not acceptable in lieu of payment.
2. Rates include equipment rental.
3. A \$50.00 charge per telephone instrument will be assessed for instruments damaged or not returned
4. Prices are for the entire show.

Cancellation Policy

1. Notification of cancellation of services MUST be postmarked in writing a MINIMUM of 14 days prior to the first scheduled show date to receive a full refund, less a \$50 administrative fee.
2. No refunds will be given for services installed and not used.
3. The Center will not refund overpayments, except sales tax, in amounts less than \$15.00, unless specifically requested in writing.
4. There will be a \$25 service charge on all returned checks.

Payment Policy

1. 100% payment (in U.S. currency ONLY) must accompany each order. Make company, certified, or cashier's check payable to the City of Tampa/ Tampa Convention Center. No personal checks, please. Credit Cards accepted: Visa, MasterCard, and AMEX.
2. Telephone Service not received by exhibitor must be reported to the Service Desk PRIOR to the opening of the event to receive a refund.
3. Payment for additional on-site materials/labor is due when service is rendered.
4. If by any reason of any default on the part of the TCC lessee or exhibitor hereunder, it becomes necessary to engage an attorney, the TCC lessee or exhibitor agrees to pay all costs, expenses and attorney's fees expended or incurred by the City/TCC in connection therewith. The City/TCC will not be responsible for strikes, accidents, fires, acts of God, terrorism or delays beyond its control.
5. Upon check-in, with a personal and/or company credit card, a Credit Card Authorization Form must be completed and will be kept on file until the close of the event for unanticipated charges.

General Information

1. Customer should pick-up telephone instrument(s) and dialing instructions at the Service Desk.
2. At the close of the event, all phone lines will be de-activated, and all telephone instruments MUST be returned to TCC Service Desk to avoid additional billing.
3. The Tampa Convention Center is not responsible for equipment incompatibility with services ordered.