



# TELECOMMUNICATIONS ORDER FORM

P O Box 1774 · Shreveport, Louisiana 71166  
318/841-4000 Phone · 318/841-4246 Fax

**PAYMENT FOR ADVANCE ORDERS MUST BE RECEIVED IN OUR OFFICE 48 HOURS PRIOR TO MOVE-IN DATE.  
STANDARD RATES APPLY TO ALL ORDERS RECEIVED AFTER THE 48 -HOUR CUT OFF DATE.**

NAME OF EVENT \_\_\_\_\_ DATE OF EVENT \_\_\_\_\_  
 COMPANY NAME \_\_\_\_\_ BOOTH NUMBER(S) \_\_\_\_\_  
 CONTACT NAME \_\_\_\_\_ ADDRESS \_\_\_\_\_  
 TELEPHONE # \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PAYMENT METHOD: CHECK  CASH  VISA / MASTERCARD  AMEX

CARDHOLDER NAME \_\_\_\_\_ CARD # \_\_\_\_\_ EXP. \_\_\_\_\_  
 SIGNATURE \_\_\_\_\_ SECURITY CODE (Code on back of credit card) \_\_\_\_\_

**Terms and Conditions**

All furnished material and equipment shall remain the property of the Shreveport Convention Center.  
 The Shreveport Convention Center is not responsible for networking exhibitor computers or setting up IP addresses.  
 Refunds will be computed as follows: After installation: No Refund; < 48 hours prior to move-in: 85%; > 48 hours prior to move-in: no refund.  
 Credit will not be given for service installed and not used.  
 Claims will not be considered unless filed by the exhibitor prior to the close of the show.  
 The internet is a shared environment and as such actual speed will vary. SCC shall not be liable for any damage resulting from events beyond our control, including but not limited to lost data or monies, service interruption, etc.  
 Customers participating in any fraudulent, illegal or illicit behavior will forfeit service and monies paid for said services.  
**NOTICE: If you are ordering a phone line for credit card machine access, your machine must be programmed to dial 9 for an outside line or it will not connect to your service.**

**VOICE SERVICES**

Qty.	Description	Advance Rate	Standard Rate	Amt.
	Standard House Extension (for each credit card machine) No Phone (Outgoing calls only).	\$115.00	\$145.00	
	Standard House Extension w/Phone (Outgoing Calls Only)	\$130.00	\$160.00	
	Direct Line (Includes phone/direct dial number)	\$175.00	\$200.00	
	Conference Phone	\$50.00	\$75.00	
	Long Distance Access (not needed for toll-free numbers.) Charge/min. \$.10	\$25.00	\$30.00	
	Long Distance Security Deposit	\$30.00	\$30.00	
			<b>TOTAL</b>	<b>\$0.00</b>

For other services, please contact your Event Services Manager or Coordinator for quote.

**DATA SERVICES**

	Wired - Single User - 1st Day	\$120.00	\$150.00	
	Wired - Single User - 3 Days	\$300.00	\$325.00	
	Wired - Single User - Additional Day		\$100.00	
	Wired - 6 or More Users - 1st Day	\$400.00	\$450.00	
	Wireless - Single User - 1st Day		\$10.00	
	Wireless - 3 or More Days		\$25.00	
	Cable - 10'		\$5.05	
	Cable - 30'		\$10.09	
	Cable - 60'		\$15.14	
	Switch (15 port)		\$75.00	
	Technical Support/Hour		\$10.00	
			<b>TOTAL</b>	<b>\$0.00</b>

**GRAND TOTAL \$0.00**