

**COMMUNICATION SERVICES
ORDER FORM**

JOHN S. KNIGHT CENTER

**77 EAST MILL STREET, AKRON, OH 44308
330.374.8900 800.245.4254 Fax 330.374.8825**

EVENT NAME: _____
 BOOTH NUMBER: _____
 COMPANY NAME: _____
 CONTACT PERSON: _____
 TELEPHONE NUMBER:(_____) _____
 ADDRESS: _____

FOR OFFICE
 USE ONLY EVENT ID: _____

 DATE RECEIVED: _____

Note: To take advantage of the "Pre-Order" rate, orders must be Paid In Full 10 Business Days Prior to First Move-in date.

| CREDIT CARD INFORMATION IS REQUIRED FOR ANY COMMUNICATION ORDER | | PRE-ORDER | ON SITE | TOTAL |
|---|--|-----------|----------|---|
| | | RATE | RATE | |
| SECTION (A) NON-TAXABLE ITEMS | | | | |
| _____ | Telephone Line (Exhibitor uses own instrument)..... | \$95.00 | \$145.00 | \$ _____ |
| _____ | Telephone Line with Instrument..... | \$115.00 | \$165.00 | \$ _____ |
| _____ | ISDN Telecommunications Line..... | \$225.00 | \$275.00 | \$ _____ |
| _____ | Broadband Internet Service, 100MB installation (Requires usage fee listed below) | \$95.00 | \$125.00 | \$ _____ |
| SUB-TOTAL FOR NON-TAXABLE ITEMS (SECTION A ONLY) | | | | \$ _____ |
| SECTION (B) TAXABLE ITEMS | | | | |
| EQUIPMENT/LABOR | | | | |
| _____ | Facsimile Machine / Day (Requires Telephone line above) | \$50.00 | \$65.00 | \$ _____ |
| _____ | Dry Pair Charge (<input type="checkbox"/> Telephone <input type="checkbox"/> Audio <input type="checkbox"/> Video)..... | \$25.00 | \$31.00 | \$ _____ |
| _____ | Broadband Internet Service, daily usage charge per port..... | \$25.00 | \$25.00 | \$ _____ |
| _____ | Hours/Labor for Custom Installation..... | \$48.00 | \$48.00 | \$ _____ |
| SUB-TOTAL FOR TAXABLE ITEMS (SECTION B ONLY) | | | | \$ _____ |
| | | | | +6.5% SALES TAX (SECTION B) \$ _____ |
| | | | | GRAND TOTAL DUE: \$ _____ |

NOTE: Additional Charges: All outbound calls will be charged directly to your credit card at \$0.50/call and/or \$0.08/min. Inbound calls will be charged directly to your credit card at \$0.08/min. Long Distance charges will be billed directly to your credit card at prevailing rates.

CREDIT CARD INFORMATION

Please complete the attached Credit Card Authorization & Payment Form and submit with your order forms.

IMPORTANT CONDITIONS & REGULATIONS

- John S. Knight Center is the exclusive provider of telecommunications for the John S. Knight Center.
- Incomplete telecommunications requirements may delay processing, and labor charges will be added in the event changes are made after installation.
- Credit will NOT be given for service installed and not used.
- Lost Phones shall be assessed a \$100 charge.
- Exhibitor will be fully responsible for the protection and safekeeping of telephone equipment.
- Only Center personnel are authorized to modify system wiring and cable.
- Malfunctions in equipment must be reported to the John S. Knight Center Service Dept. (330) 374-8900.
- John S. Knight Center is not responsible for any level fluctuations or circuit failure due to telephone company conditions.
- All equipment must comply with FCC regulations.
- Rates quoted for phone service cover only the bringing of service to the booth in the most convenient manner.
- All inquiries for data line service and other special needs should be directed to JSK Operations Dept.
- Installation in Island Booths may require custom installation.

PRICES ARE BASED ON CURRENT RATES AND ARE SUBJECT TO CHANGE WITHOUT NOTICE