

RETURN TO:
 PCCA ORDER PROCESSING
 1101 Arch Street
 Philadelphia, PA 19107 0129
 Phone: (215) 418-4800
 Fax: (215) 418-4805
 cms@paconvention.com



American Association for Thoracic Surgery
 May 7-11, 2011
 Advance Order Deadline: April 18, 2011

TELECOMMUNICATIONS SERVICE ORDER

(Please read instructions, explanation of services and regulations on reverse side)

Exhibiting Firm: _____ Booth No: _____

Address: _____ Event: _____

City: _____ State: _____ Zip: _____ Dates: _____

Exhibitor Contact Name: _____ Title: _____

Phone: (____) _____ FAX: (____) _____ E-Mail: _____

Required Credit Card Authorization for advance order, on site charges, labor, materials

Visa MasterCard Amex Account Number: _____ Exp. Date: _____

Print Card Holder's name: _____ Signature: _____

Check enclosed #: _____ Amount: _____

Phone Service *originates at back of booths, labor & materials required for other location. Island & Peninsula Exhibits.*

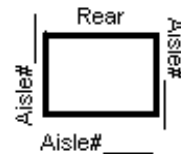
Qty	Service **Telephone lines allow for unlimited local, toll free & long distance calls at no charge **	Advance Rate	Standard Rate	Total Amount
	Analog Voice Line	\$250.00	\$290.00	
	FAX/Modem/Credit Card Terminal Line	\$250.00	\$290.00	
	6 Button Multi Line Phone & Line	\$355.00	\$395.00	
	Standard ISDN BRI Line – <i>call usage charges will apply</i>	\$550.00	\$625.00	
	Single Line Telephone Set Rental	\$15.00	\$25.00	

D-Mark Extension *ordered by customer from local carrier and extended by PCCA to room or booth*

Qty	Service	Advance Rate	Standard Rate	Total Amount
	Extend ISDN to Booth/Room	\$350.00	\$400.00	
	Extend POTS Line to Booth/Room	\$175.00	\$225.00	
	Extend T-1 to Booth/Room	\$600.00	\$700.00	
	OTHER CALL FOR QUOTE			

*For High Speed Internet & Networking Services
 Refer to the **High Speed Internet Service Order**
 Or call (215) 418-4800*

Show General Location of Jacks in Booth:



Other Services & Business Features

Qty	Service	Advance Rate	Standard Rate	Total Amount
	Voice Mail	\$25.00	\$50.00	
	Call Waiting	\$25.00	\$50.00	
	OTHER CALL FOR QUOTE			

Attach Floor Plan as required
 Attach Verizon confirmation when requesting Extended D-Mark
 Order online at www.paconvention.com

Sub Total	
8% Sales Tax	
TOTAL	

PCCA TELECOMMUNICATIONS TERMS & CONDITIONS

1. INSTRUCTION FOR COMPLETING ORDER FORM

- a. Order must be typed or clearly printed, illegible forms will delay processing.
- b. Services requested at location other than back of booth must include proper forms and diagrams.
- c. For services and equipment not listed on the service order form, call the PCCA Convention & Meeting Services Department for availability and quotes at (215) 418-4800 or e-mail cms@paconvention.com

2. EXPLANATION OF SERVICE

- a. Rates shown for services are for the duration of event and includes installation to exhibitor booth in the most convenient manner, in most cases to the back center of an in line booth or perimeter of island and peninsula booths. All services originate from the floor unless otherwise noted or requested.
- b. Advance orders will be installed based on the schedule determined by the General Service Contractor and/or Show Management. On site orders will be processed in the order that they are received at the PCCA Service Desk.

3. RULES & REGULATIONS FOR SERVICES

- a. Services provided may not be shared by multiple exhibits.
- b. All materials and equipment furnished by PCCA and/or its sub-contractors shall remain the property of PCCA and/or its Sub-contractors.
- c. PCCA and/or its sub-contractors are authorized to cut floor coverings to gain access to utility floor ports and permit the installation of service.
- d. PCCA or its sub contractors are not responsible for interruption or fluctuation of services.
- e. All equipment provided by customer shall be compliant with the National and Philadelphia Electrical and Building Codes and PCCA safety standards. All equipment is subject to inspection and approval by PCCA prior to connection to service.
- f. Customer is responsible for any lost or damaged equipment supplied by the PCCA.
- g. Customers will be charged the applicable usage for calls made via ISDN line service.

4. PAYMENT TERMS & CONDITIONS

- a. Full payment is due with service order. Credit Card Pre-authorization for on site charges, labor and materials is required when placing an order. Acceptable forms of payment are: company check (drawn on a U.S. bank) payable to **Pennsylvania Convention Center Authority**, (PCCA) and accepted credit cards. Service orders will not be processed without payment. Telephone orders must include a valid credit card number even when paying by check (to facilitate the invoicing of usage charges). Exhibiting firms with outstanding balances from prior events must submit payments, otherwise services will not be provided.
- b. Advance rates will be applicable to service orders received by PCCA 21 days prior to event opening date or the deadline date noted on front of this form. Service orders received less than 21 days prior to opening date of event and on site will be billed at the standard rate.
- c. Third party billing is available upon request. Please contact the PCCA Finance Department at 215-418-4795 for approval.
- d. Outstanding balance for services will be automatically billed to the credit card on file.
- e. Credit will not be given for service installed and not used. Services canceled without 21 day prior written notice are subject to a cancellation fee of 25%.
- f. A \$25.00 handling charge will be assessed for returned checks due to insufficient funds.
- g. Cancellation of services must be received by Pennsylvania Convention Center Convention & Meeting Services Department 21 days prior to the event.
- h. Rates are based on current wages and are subject to change without notice.
- i. Claims regarding services provided by PCCA will not be considered unless filed by customer issued prior to the close of show.
- j. Refunds of overpayments will be issued by submitting request to PCCA Finance Department within 30 days of the close of final invoicing.
- k. For unpaid balances on **pre-approved** invoices, terms will be net, due and payable upon receipt of invoice. Effective 30 days after invoice date, any unpaid balances will bear a **FINANCE CHARGE** at the lesser of the maximum rate allowed by law, or 1.5% per month by law. The finance charge shall automatically be reduced to the maximum rate allowed. Any excess finance charge received by the PCCA shall be applied to reduce the principal unpaid balance or refunded to the payer. This payment Terms & Conditions agreement shall be governed by and construed in accordance of the laws of the Commonwealth of Pennsylvania
- l. International exhibitors are required to make 100% pre-payment for services. Payment may be made by check in U.S. funds drawn on a U.S. bank or by approved credit card.
- m. For companies exempt from sales tax, PCCA requires an exemption certificate for the Commonwealth of Pennsylvania. Resale certificates are not valid unless re-billing charges to customers.