

Telephone Service Order Form



408 Almaden Boulevard
 San José, CA 95110-2715
 408.277.3510
 408.277.3535 fax

Order Date: _____

Name of Event: _____

Company Name: _____

Show Opening Date: _____

Address: _____

Booth Number(s): _____

City: _____

On-Site contact: _____

State: _____ Zip: _____

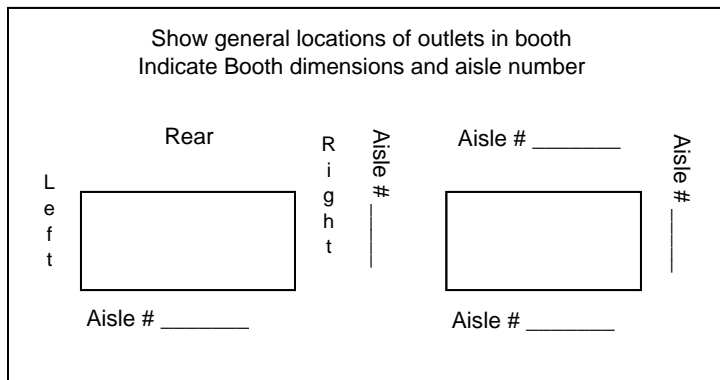
Exhibiting Firm: _____

Authorized by: _____

Signature: _____

Phone Number: _____

<input type="checkbox"/> MasterCard	<input type="checkbox"/> MasterCard
<input type="checkbox"/> American Express	<input type="checkbox"/> Company Check
<input type="checkbox"/> Money Order	Checks made Payable to: Team San José
Credit Card Number: _____	
Credit Card Holder: _____	
Authorized Signature: _____	
Expiration Date: _____	



Service Request (Rates subject to change without prior notification)

Type of Service	Standard Rate	Quantity	Total
Single Line Service ¹	\$300/line		
Less 15-day Discount ²	(\$75.00)		()
Special Features ³	Call		
Total Equipment Charges			

¹Single-Line Service: Installation of a touch-tone line (25 ft. cord) and a single line telephone, including tax. **Any balance still outstanding after event closing will be charged to the exhibitor's credit card.** Telephone instruments may be picked up at the Service Desk. **This is a Centrex system connected by an AT&T 5ESS Switch. User must dial "9" first to obtain an outside line.**

²Discount Rate: Orders with **payment received 15 days prior to first show management contracted move-in date** deduct \$75.00/line

³Special feature lines (Call Waiting, Roll-over etc.), multiline handsets, or speaker phones require additional cost.

For ISDN service contact Technical Services 408.277.3510

For Office Use Only	For Office Use Only
Received by: _____	Date: _____
Check Number: _____	Receipt #: _____
Event ID #: _____	Prices effective 5/1/2006

I. INSTRUCTIONS

1. Orders MUST be received in the form specified in paragraph 2 a minimum of 15 days prior to scheduled show management contracted move-in date in order to qualify for the discount phone line rate. Requests for service received less than 15 days prior to the scheduled Exhibitor move-in date will be charged the standard rate.
2. Conditions for processing service order requests:
 - (a) Payment for service MUST accompany service order requests. Service order requests not accompanied by payment will be void and returned to Exhibitor for a reorder.
 - (b) Incomplete service order requests will not be accepted, but if possible, will be returned to Exhibitor for a reorder.
 - (c) Date payment is received by SJCCF shall determine the applicable rate. Payment shall be deemed received when personally delivered or three (3) days after deposit in the U.S. Postal Service, postage prepaid.
 - (d) Payment must be made by money order, company check, cashier's check or credit card. NO PERSONAL CHECKS. Floor orders by credit card ONLY.
 - (e) Reorder will be at the rate in effect at the time a complete service order request, together with payment as specified in subparagraph 2(a), is received by SJCCF.
 - (f) Booth number(s) must be identified on face of form.
 - (g) Location of telecommunication service must be designated in space provided.
 - (h) A \$25.00 handling fee will be assessed for a check returned due to insufficient funds.
 - (i) Any balance still outstanding after event closing will be charged to Exhibitor's credit card or will be payable upon demand mailed to Exhibitor. Charges and other amounts billed under credit cards acceptable to SJCCF are payable in accordance with the terms of the card issuer's or SJCCF's statement or invoice. Finance charges on unpaid balances will be assessed 30 days after invoice date.

II. ADDITIONAL TERMS AND CONDITIONS

1. Material and equipment furnished pursuant to this service order request shall be and remains the property of SJCCF and shall be removed ONLY by SJCCF personnel at the close of the show.
2. In the event of non-performance of the equipment or system delivered or installed as specified in the service order request, the Exhibitor's maximum recourse shall be a refund of the pro-rated payment, based on the number of days of non-performance.
3. SJCCF not responsible for late installation due to obstruction of and/or inaccessibility to desired outlet caused by the Decorator or Exhibitor.
4. Claims for refund of any part of the payment shall NOT be considered unless filed in writing by the Exhibitor PRIOR to the close of the show at the SJCCF Service Desk.
5. Credit will not be given for service installed as requested in the service order request and NOT used.
6. Installers are authorized to cut floor coverings to permit installation, if necessary to fulfill the service order request. In the event it is necessary to cut floor coverings, a reasonable effort will be made to do as little damage to the floor coverings as possible. In no event shall SJCCF be liable for any damage done to floor coverings in order to fulfill the service order request.
7. Wall, column and permanent building utility outlets are not part of booth space and are not to be used by Exhibitors.
8. Requests for special arrangements not involving special equipment must be received by SJCCF no less than 15 days prior to first show management contracted move-in date. Special equipment requests must be received by SJCCF no less than 30 days prior to scheduled show management move-in date.
9. Exhibitor shall have sole responsibility to ensure that all equipment, regardless of source of power, complies with state and local safety codes and regulations. Under no circumstances shall anyone other than persons or entities designated by SJCCF make service connections PROVIDED, HOWEVER, assembly, servicing, preparatory work and operation required to be performed only by engineers or technicians designated by the manufacturer or supplier of specialized equipment may be performed by persons or entities designated by Exhibitor and approved by SJCCF. Whenever possible designation of such persons or entities should be noted by Exhibitor on the service order request.
10. SJCCF shall not be deemed in default if performance of any of the terms and conditions this agreement is made impossible or impractical due to any strike, lock-out, civil disturbance, war, or war-like action, invasion, sabotage, act of God or other cause beyond the control of SJCCF.
11. SJCCF shall not be responsible for any loss, damage or injury caused by fire and Exhibitor is expected to provide its own insurance against such loss, damage or injury.
12. If either party shall bring suit to enforce this agreement and a judgment is entered, the substantially prevailing party shall be entitled to a reasonable sum as attorneys' fees and all costs and expenses in connection with such suit, which sum shall be included in any such judgment or decree.
13. SJCCF does not guarantee uninterrupted service and shall not be liable for the inability of Exhibitors to complete telephone calls due to circumstances beyond the reasonable control of SJCCF.
14. If Exhibitor has directed the billing for charges hereunder to be transmitted to another person, firm, or organization which, upon being so billed, has failed to make payment, then Exhibitor shall, upon being billed, promptly pay said charges.
15. There will be a \$50/line charge for relocating any phone lines after they have been installed per Exhibitor's request.
16. This agreement shall be governed by and construed under the laws of the State of California. The federal and state courts within the State of California shall have exclusive jurisdiction to adjudicate any dispute arising out of this agreement. Exhibitor hereby expressly consents to (i) personal jurisdiction of the federal and state courts within California and (ii) service of process being effected upon Exhibitor by registered mail sent to the address set forth on this agreement.
17. This is the entire agreement between the parties with respect to the transactions described in it. There have been and are no covenants, agreements, representations, warranties or restrictions between the parties other than those set forth in this agreement.

Serving your needs for a successful event is the San José Convention & Cultural Facilities privilege. PLEASE, NO GRATUITIES.

Please return completed order form with payment to SJCCF at:

San José Convention & Cultural Facilities, 408 Almaden Blvd., San José, CA 95110, Attention: Technical Services Order