



EXHIBITOR PHONE ORDER FORM

The following are available telephone line services at the Embassy Suites Albuquerque – Hotel & Spa. Circuit orders received at least 2 weeks prior to the event move-in date are considered Pre-orders. Any order received within 2 weeks to move-in are considered Floor orders. All orders must be accompanied by payment for services requested. Installations will not take place until payment has been made.

In-house analog telephone line – Analog line (data compatible) routed via Hotel’s PBX. Dial 9 for local outside access, long distance charges additional. Maximum ringer equivalence of 2.0, “daisy-chaining” of devices not allowed beyond this limit.

All rates quoted below are for PRE-ORDERS and include installation of service to the side or rear of booth/stage, current used and removal at show closing. Rates are flat charge per event (not daily). Any order requiring special service may be subject to additional services or labor charges.

Floor order rates are double the below rates.

<u>AVAILABLE SERVICE & PRICE</u>	<u>RATE</u>	<u>QUANTITY</u>	<u>TOTAL</u>
In-house line only	\$50.00	_____	_____
In-house with phone	\$60.00	_____	_____
Direct Line only	\$100.00	_____	_____
Direct Line with Phone	\$120.00	_____	_____
High speed Internet (per user/per day)	\$100.00	_____	_____
Special Requirements:			

NOTE: ALL CHARGES LISTED ABOVE WILL BE CHARGED STANDARD SERVICE CHARGE (CURRENTLY 22%) AND STANDARD SALES TAX (CURRENTLY 6.875%).

Company: _____
 Contact: _____
 Address: _____
 City, State, Zip: _____

Event Name: _____
 Move-in date: _____
 Booth Number: _____
 Phone Number: _____

Form of Payment Information

Form of Payment: Check # _____
 Credit Card (Amex, Visa, Mastercard, Diner’s Club, Discover, JCB)

Card Information: Card Number: _____ Expiration: _____
 Name on Card: _____

Cardholder Billing Address: _____
 City: _____ State: _____
 Zip: _____ Country: _____
 Phone: _____

I hereby authorize the following charges to the above credit card for phone order services at the Embassy Suites Albuquerque – Hotel & Spa. I understand that I will be held solely responsible for the payment of said charges. Included is a front & back copy of the card.

Signature _____

It is our intent to provide quality utility services for our clients; however, the Hotel cannot be responsible for any damages to electrical, mechanical, or computer equipment caused by power surge, loss of building telephone service or any failure deemed an “Act of God”. It shall be the responsibility of the client to provide adequate surge protection for their equipment and act in good faith with installation & removal of equipment including but not limited to any electrical, mechanical or computer equipment. It shall also be the responsibility of the clients to ensure that their equipment is unplugged & properly secured during non-operating hours. All prices are subject to current service charge and tax.