HIGH SPEED INTERNET — TELEPHONE ORDER FORM

Company Name: _____ **BOOTH No:** _____

Event: 2018 FAAR EXPO **Dates: September 12th, 2018**

ADVANCE PAYMENT PRICE DEADLINE: WEDNESDAY, August 29th, 2018

In order to grant this discount, Ballantine Management Group MUST receive **full payment** and this order form no later than the above date. All payments received after this date will be charged REGULAR PRICE. **Exceptions will not be made.**

Description	Quantity	Advanced Payment Price	Standard Price	Cost
Wireless Internet		**Included**	**Included**	
Ethernet Internet Line	***Limited Availability - First come First Serve***	**$150.00/1 computer ($100.00 each additional computer) PLUS 5.3% tax**	**$170.00 plus 5.3% sales tax**	
Standard Voice Line		$140.00	$200.00	
Dial-Up Modem or Credit Card Line		$140.00	$210.00	
Fax Line		$140.00	$210.00	
Phone Instrument		$25.00 plus 5% Sales Tax:		
			TOTAL:	$ _____

CONVERTER DELIVERY /PHONE INSTRUMENT – initial at time of install

Fred. Expo Rep.: _____ Deposit received from client. Item(s) delivered in good condition and working order.

Client: _____ Item(s) received from BMG/Fredericksburg Expo Ctr in good condition and working order.

CONVERTER RETURN /ETHERNET BOX – initial at end of show

Fred. Expo Rep.: _____ Item(s) received from the client in good condition and working order.

Client: _____ Deposit received from BMG/Fredericksburg Expo & Conference Center.

Indicate desired location in booth with an ✖

Left ☐ *Right*

Booth #: _____

Terms and Conditions

1. Advanced rate cut off is 2 weeks (14 days) prior to the first day of move-in.
2. Contracts for special services must be received no later than 30 days prior to move-in to ensure service.
3. To assist us in processing your service contract, payment for services must accompany contract. Booth number(s) must be identified on form.
4. NO REFUNDS OR CREDIT will be given for services once installed.
5. A $500.00 service charge will be assessed to relocate your line after installation.
6. A $500.00 service charge will be assessed for cancellations within 14 days of first day of move-in.
7. There will be a $.25 surcharge for all "1-800" calls, and a $.95 surcharge for all long distance directory assistance calls.
8. Ballantine Management Group is not responsible for exhibitor equipment incompatible with BMG/Fredericksburg Expo Center equipment.
9. No claims will be considered unless filed with BMG & Fredericksburg Expo & Conference Center prior to closing of show.
10. Customers who choose to pay by check **must also supply a valid credit card number**. Any and all charges not prepaid, including those for long distance calls and unreturned equipment, will be billed to the credit card. Your signature below indicates you accept knowledge and agree to all terms and conditions herein and will authorize Fredericksburg Expo Center to bill your credit card.

PAYMENT INFORMATION

Payment by check: (must be drawn on US Banks)

Payable to: **Ballantine Management Group**

Send to: **2371 Carl D. Silver Parkway Fredericksburg, VA 22401**

Payment by credit card:

Fill in all credit card information, sign the form and
FAX to: 540-548-5577
Questions: Exhibitor Services—540.548.9239

Ballantine Management Group / Expo Center will not honor advance payment pricing after the deadline. This includes the submission of faulty credit card information.

COMPANY NAME:	PHONE:	FAX:
ADDRESS:	EMAIL:	
CITY: ST:	ZIP:	
SIGNATURE:	PRINT NAME:	
PAID BY: CK VISA MC AMX DISC CARD#	EXP DATE:	CVV:
CARD HOLDER SIGN HERE:	PRINT NAME:	

Thank you for choosing the Fredericksburg Expo & Conference Center!