



TELECOMMUNICATIONS/ CABLE TV SERVICE ORDER

Fax or Email to:
HCC IT Department
Fax: (808) 943-3599
Email: lokumura@hccaeg.com

ASSOCIATION ORDER FORM

NAME OF EVENT		INSTALL DATE	REMOVAL DATE
EXHIBITING FIRM	BILLING CONTACT	MEETING ROOM NUMBER(S)	
ADDRESS	CITY	STATE	ZIP
ON SITE SHOW CONTACT	TELEPHONE NO.	FAX NO.	

BILL TO ACCOUNT

By completing the line below, I am authorizing the services ordered to be charged to the master account.

PLEASE PRINT NAME	AUTHORIZED SIGNATURE	DATE
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**ADVANCE SERVICE ORDERS MUST BE RECEIVED NO LATER THAN 15 DAYS PRIOR TO FIRST SCHEDULED MOVE-IN DAY.
PLEASE SEE REVERSE SIDE FOR TERMS AND CONDITIONS FOR SERVICES PROVIDED.
RATES COVER SERVICE TO MOST CONVENIENT LOCATIONS AS DETERMINED BY HCC. ACTUAL USAGE TO BE BILLED SEPARATELY.**

	ADVANCE ORDER	STANDARD ORDER	AMOUNT
LINE ONLY: (FAX, MODEM, CREDIT CARD)			
<input type="checkbox"/> ea. UNRESTRICTED LINE * All access calls	\$200.00	\$250.00	<input type="text"/>
<input type="checkbox"/> ea. RESTRICTED LINE * Local Calls and Toll-Free access only	\$225.00	\$275.00	<input type="text"/>
VOICE LINE: (HAND-SET ADDITIONAL)			
<input type="checkbox"/> ea. UNRESTRICTED LINE * All access calls	\$200.00	\$250.00	<input type="text"/>
<input type="checkbox"/> ea. RESTRICTED LINE * Local Calls and Toll-Free access only	\$225.00	\$275.00	<input type="text"/>
<input type="checkbox"/> ea. SINGLE-LINE hand-set One phone number per hand-set	\$45.00	\$55.00	<input type="text"/>
<input type="checkbox"/> ea. MULTI-LINE hand-set Multiple phone numbers per hand-set	\$140.00	\$150.00	<input type="text"/>
SPECIAL SERVICES:			
<input type="checkbox"/> ea. Voice Mail per line	\$50.00	\$60.00	<input type="text"/>
<input type="checkbox"/> ea. Call Forwarding to an outside line	\$50.00	\$60.00	<input type="text"/>
<input type="checkbox"/> ea. Basic Cable TV Service	\$500.00	\$995.00	<input type="text"/>
<input type="checkbox"/> ea. Premium Cable TV Service	Call for Rates		<input type="text"/>
SPECIAL EQUIPMENT:			
<input type="checkbox"/> ea. Speakerphone	\$175.00	\$200.00	<input type="text"/>
<input type="checkbox"/> ea. Speakerphone - Multiple Mics	\$225.00	\$275.00	<input type="text"/>
TOTAL DUE			<input type="text"/>

* Actual long distance usage and access fees to be billed separately. All rates are subject to change without notice.

PLEASE INCLUDE YOUR FLOOR PLAN FOR LINE LOCATION

Telecommunications Hotline: (808) 943-3534

TERMS AND CONDITIONS - ASSOCIATION ORDERS

The Hawaii Convention Center/AEG is the exclusive provider of telecommunication services within its facilities. This includes all exhibit halls, meeting rooms, exterior areas and temporary structures. All requirements for telecommunication and labor to install, connect, repair of equipment or distribute lines are to be completed by HCC/AEG personnel.

A. SERVICE ORDER REQUEST AND PAYMENT

1. This service order form must be received no less than fifteen (15) days prior to first scheduled move-in day. All other orders will be processed on a first-come, first-serve basis, subject to availability at short notice rates.
2. Refund will not be considered unless filed in writing by the exhibitor **PRIOR** to the beginning of the exposition. Please allow thirty (30) days for processing.
3. A minimum of \$75.00 will be charged to move an installed line.
4. A \$125.00 charge will be made for lost or damaged telephone instruments.
5. A \$10.00 charge will be made for lost or damaged connector cords.
6. Line cancellation charges are \$50.00 before installation of a line and \$100.00 after installation of a line.
7. After event begins, there will be no cancellation of phone lines.

USAGE CHARGES

Local: No Charge

Toll-Free Line Access: \$1.00 per access

<u>Area calling</u>	<u>Rate per minute:</u>	<u>Area calling</u>	<u>Rate per minute:</u>
Interisland	\$0.45	Australia	\$0.95
Continental U.S.	\$0.55	Canada	\$0.75
		China	\$3.50
International Region 1	\$1.75	Japan	\$1.75
International Region 2	\$2.50	Mexico	\$1.25
International Region 3	\$3.75	South America	\$1.25
International Region 4	\$4.25	South Pacific	\$2.75

B. EQUIPMENT PROCEDURES:

1. All HCC/AEG provided material remains HCC/AEG property and must be removed only by HCC/AEG.
2. Exhibitors will be responsible for the protection of any equipment rented from HCC/AEG.
3. Rental equipment provided by HCC/AEG will remain the property of HCC/AEG.
4. Only HCC/AEG personnel are authorized to modify system wiring or cabling within the Hawaii Convention Center.
5. All equipment must comply with FCC regulations.
6. Long distance service is provided by Hawaiian TelCom.

C. REQUIREMENTS:

1. This signed order form authorizes the Hawaii Convention Center/AEG to:
 - a. Provide services to and handle negotiations for the installation of telecommunication services and equipment. Included are rearrangements and/or disconnection of service and equipment.
 - b. Charges associated with this order will be charged to the master account.

THE HAWAII CONVENTION CENTER IS A NON-SMOKING FACILITY.