



# Connecticut Convention Center

100 Columbus Blvd., Hartford, Connecticut 06103

Phone: 860.948.1972

Fax: 860.948.1960

Forms available online at [www.ctconventions.com](http://www.ctconventions.com)

Services Provided by PSAV



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## TELECOMMUNICATIONS SERVICE ORDER FORM

Name of Event:	Date of Event:
Firm Name:	Booth Number:
Street Address:	Contact Person:
City, State, Zip:	On-Site Phone Number:
E-mail Address:	

Payment notice – services will not be supplied until total due is paid in full.  
 Tax must be included unless you produce State of CT Tax Exemption documentation.  
**Internet codes are priced per computer and per day.**

### Payment Information Must Accompany Order

Money Order #:	Check #:
<input type="checkbox"/> MasterCard <input type="checkbox"/> Discover Card <input type="checkbox"/> Visa <input type="checkbox"/> American Express	
Name on Card:	
Credit Card #:	
Expiration Date:	
Authorized Signature:	

Internet Daily Rates	Rate per Day	# of Days	20% Service Charge	CT 6.35% Tax	Total
<i>*Weekly packages quoted per group</i>					
<i>*Wired connections incur a \$70.00 labor charge</i>					
<b>Wireless Booth Internet Single User</b>	\$75.00				
Indicate dates of activation here:	___/___/___ - ___/___/___				
<b>Wireless Booth Internet 2-10 Users</b>	\$125.00				
Indicate dates of activation here:	___/___/___ - ___/___/___				
<b>Wireless Booth Internet 11-50 Users</b>	\$350.00				
Indicate dates of activation here:	___/___/___ - ___/___/___				
<b>Call for dedicated bandwidth.</b>	\$500.00				
<i>*Call for specifics on estimated number of users</i>					
Indicate dates of activation here:	___/___/___ - ___/___/___				
<b>Wired Booth Internet</b>	\$350.00				
Indicate dates of activation here:	___/___/___ - ___/___/___				
<b>Additional Line(s)</b>	\$125.00 /each line				
Indicate dates of activation here:	___/___/___ - ___/___/___				
<b>Hub/Switch</b>	\$30.00				
<i>*Required for 2 or more wired lines</i>					

Phone Daily Rates	Rate per Day	Labor Charge	# of Days	20% Service Charge	CT 6.35% Tax	Total
<b>Analog or IP Phone</b>	\$75.00 /each	\$70.00				
<i>*Please Circle: Phone Fax Credit Card</i>						
<b>Audio Conference Phone</b>	\$150.00 /each	\$70.00				
<b>ISDN Line</b>	\$500.00 /each	\$70.00				

\*Labor charges for complicated set up or long cable runs discussed as needed at \$70.00 per hour.

\*Exhibitor Packages to satisfy larger groups are available.

\*Long distance usage will be monitored and the CTCC will charge accordingly.

Please call Exhibitor Services at 860.728.2640 for special internet connection or more information.

**ORDER TOTAL:**