

EVENT INFORMATION			
Event Name:		Installation Date:	
Booth Number / Room:		Removal Date:	

CUSTOMER / BILLING INFORMATION	
Name:	
Company name:	
Billing contact name:	
Billing address:	
Onsite contact name:	
Onsite contact cell phone:	
Onsite contact email:	

PAYMENT INFORMATION			
Cash/Check/Money Order:	<input type="checkbox"/> Cash <input type="checkbox"/> Company Check (<i>Payable to "AEG Management HCC, LLC"</i>) <input type="checkbox"/> Money Order		
Credit card type:	<input type="checkbox"/> Visa <input type="checkbox"/> Mastercard <input type="checkbox"/> American Express <input type="checkbox"/> Discover <input type="checkbox"/> Diners Club <input type="checkbox"/> JCB		
Credit card number:		Exp. Date:	
Cardholder name:			
<i>By signing below, I authorize the Hawai'i Convention Center to charge all services ordered to my credit card plus a 4% administrative fee.</i>			
Cardholder signature:			
Date:			
ADVANCE ORDERS MUST BE RECEIVED WITH FULL PAYMENT OR CREDIT CARD AUTHORIZATION NO LATER THAN 15 DAYS PRIOR TO FIRST SCHEDULED MOVE-IN DAY. PLEASE REFER TO PAGE 2 FOR TERMS AND CONDITIONS. RATES ARE BASED ON STANDARD DROP LOCATIONS DETERMINED BY HCC.			

QTY	SERVICE	Location (attach floorplan)	ADVANCE <small>order received > 15 days prior to drop date</small>	STANDARD <small>order received < 15 days prior to drop date</small>	Amount due
	Telephone Line only - Local & Continental USA Calls		\$250.00	\$300.00	\$
	Telephone Line only - Local, USA & International Calls		\$350.00	\$400.00	\$
	Voice Mail – Per telephone line		\$50.00	\$60.00	\$
	Single-Line hand-set - One phone number per hand-set		\$45.00	\$55.00	\$
	Multi-Line hand-set - Multiple phone numbers per hand-set		\$140.00	\$150.00	\$
	Polycom Speakerphone - Single microphone		\$175.00	\$200.00	\$
	Polycom Speakerphone - Multiple microphones		\$225.00	\$275.00	\$
	Call forwarding to an outside line		\$50.00	\$60.00	\$
	Basic Cable TV Service		Call for rates	N/A	\$
	Premium Cable TV Service		Call for rates	N/A	\$
Total Amount Due:*					\$
<i>*If paying by credit card, a 4% administrative fee will be applied to this amount</i>					

Please fax completed form to: (808) 943-3599.
For inquiries, please email the HCC IT Manager at btakenaka@hccceag.com.

TERMS AND CONDITIONS – EXHIBITOR 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 with full payment or credit card authorization 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 our standard rates.
2. Checks should be made payable to: "AEG MANAGEMENT HCC, LLC".
3. Refunds 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.
4. A \$20.00 Service Charge will be made for each returned check.
5. A minimum of \$75.00 will be charged to move an installed line.
6. A \$250.00 charge will be made for lost or damaged telephone instruments.
7. A \$10.00 charge will be made for lost or damaged connector cords.
8. Line cancellation charges are \$50.00 before installation of a line and \$100.00 after installation of a line.
9. After event begins, there will be no cancellation of phone lines.

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 and for returning the equipment to the Service Desk at the end of each event.
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.

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. Make applicable credit card charges against credit card provided.