



Telephone Service Order Form

Please return to Oncenter
 800 South State Street
 Syracuse, New York 13202
 (315) 435-8000
 FAX: (315) 435-8098

Date Rec'd	By:	Payment

Name of Event:	Date(s) of Event:	Booth #:
Firm Name:	On Site Contact:	
Address:		
Phone #:	Fax#:	
Authorized By:	Title:	Date:
PAYMENT: Check (Payable to Oncenter) / Credit Card (VISA, MasterCard, American Express)		
Credit Card Number:	Expiration Date:	
Name on Card:		

PAYMENT MUST ACCOMPANY ORDER
 ALL ITEMS SUBJECT TO AVAILABILITY
 NO GUARANTEED SERVICE FOR ON SITE ORDERS
A 30% SERVICE CHARGE WILL BE LEVIED ON ANY ORDERS ON SITE - PLEASE PLAN AHEAD

Telephone	Quantity	Advance Order	On Site	Total
Standard Exhibitor Phone Line Only		\$150.00	\$195.00	
Standard Exhibitor Phone Line with Touch Tone Telephone		\$175.00	\$227.50	

Additional services; such as high-speed internet connection (ISDN Lines, etc.) are available, please contact your Event Coordinator for more information.

NOTE: Lost connectors and cables at \$25.00 each. Phones not returned will be invoiced at \$100.00

Rules and Regulations

1. **Oncenter Complex is the exclusive provider of telecommunications throughout the Oncenter Complex.**
2. Incomplete telecommunications requirements may delay processing and labor charges will be added in the event of changes made after initial installation.
3. Credit will NOT be given for service installed and not used.
4. The Customer will be fully responsible for the protection and safekeeping of the Internet connection apparatus and telephone sets as well as safekeeping of their personal or company computer equipment.
5. Only Oncenter personnel are authorized to modify system wiring and cable.
6. Oncenter is not responsible for any level fluctuations or band-width failure due to the local Internet Service Provider (ISP) company conditions and or the local telephone company.
7. All equipment must comply with FCC regulations.
8. Prices are based on current rates and subject to change without notice.
9. Rate quotes or other inquires telephone service and other special needs should be directed to the Oncenter Event Coordinator.
10. In addition to basic telephone charges, exhibitors will be charged for local and long distance calls at prevailing rates.