



5931 West Campus Circle Drive
 Irving, Texas 75063
 Phone: (972) 751-9400
 Fax: (972) 751-9500
 www.packexpoeast.com



March 3-5, 2020
 Pennsylvania Convention Center
 Philadelphia, PA USA

Telephone Terms and Conditions

Discount Deadline:
 January 27, 2020
 (excludes labor)

1 Terms and Conditions

TELECOMMUNICATIONS SERVICE ORDER TERMS & CONDITIONS

1. INSTRUCTION FOR COMPLETING ORDER FORM

- a. Order must be typed or clearly printed, illegible forms will delay processing.
- b. Services requested at location other than back of booth must include proper forms and diagrams.
- c. For services and equipment not listed on the service order form, **call PES Services for availability and quotes at (972) 751-9400 or e-mail pack.east@packexposervices.com**

2. EXPLANATION OF SERVICE

- a. Rates shown for services are for the duration of event and includes installation to exhibitor booth in the most convenient manner, in most cases to the back center of an in line booth or perimeter of island and peninsula booths. All services originate from the floor unless otherwise noted or requested.
- b. Advance orders will be installed based on the schedule determined by PES. On site orders will be processed in the order that they are received at the PES Service Desk.

3. RULES & REGULATIONS FOR SERVICES

- a. Services provided **may not be shared** by multiple exhibits.
- b. All materials and equipment furnished by PES and/or its sub-contractors shall remain the property of PES and/or its Sub-contractors.
- c. PES and/or its sub-contractors are authorized to cut floor coverings to gain access to utility floor ports and permit the installation of service.
- d. PES or its sub-contractors are not responsible for interruption or fluctuation of services.
- e. All equipment provided by customer shall be compliant with the National and Philadelphia Electrical and Building Codes and PCCA/ASM safety standards. All equipment is subject to inspection and approval by PES prior to connection to service.
- f. Customer is responsible for any lost or damaged equipment supplied by PES.

4. PAYMENT TERMS & CONDITIONS

- a. **Full payment is due with service order.** Credit Card Pre-authorization for on site charges, labor and materials is required when placing an order. Acceptable forms of payment are: company check (drawn on a U.S. bank) payable to **Pack Expo Services**, and accepted credit cards. **Service orders will not be processed without payment.**
- b. Advance rates will be applicable to service orders complete with payment in full received by January 27, 2020. Service orders received after January 27, 2020 or orders received without payment will be billed at the standard rate.
- c. Outstanding balance for services will be automatically billed to the credit card on file.
- d. Credit will not be given for service installed and not used. Services canceled without 21 day prior written notice are subject to a cancellation fee of 25%.
- e. A \$25.00 handling charge will be assessed for returned checks due to insufficient funds.
- f. **Claims** regarding services provided by PES will not be considered unless filed by customer issued prior to the close of show.
- g. **Refunds** of overpayments will be issued by submitting request to PES within 30 days of the close of final invoicing.
- h. For unpaid balances on **pre-approved** invoices, terms will be net, due and payable upon receipt of invoice. Effective 30 days after invoice date, any unpaid balances will bear a **FINANCE CHARGE** at the lesser of the maximum rate allowed by law, or 1.5% per month by law. The finance charge shall automatically be reduced to the maximum rate allowed. Any excess finance charge received by PACK EXPO Services shall be applied to reduce the principal unpaid balance or refunded to the payer. This payment Terms and Conditions agreement shall be governed by and construed in accordance to the laws of the Commonwealth of Pennsylvania.
- i. **International** exhibitors are required to make 100% pre-payment for services. Payment may be made by check in U.S. funds drawn on a U.S. bank or by approved credit card.
- j. For companies exempt from sales tax, PES requires an exemption certificate for the Commonwealth of Pennsylvania. Resale certificates are not valid unless re-billing charges to customers.

RATES SUBJECT TO CHANGE



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Telephone Service

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		Quantity	Advance Price	Standard Price	Total
1 Phone Service	Unlimited local and long distance calls at no additional charge.				
	Single Line Telephone Service	X	\$333.35	\$476.21	=
	Credit Card Line/Fax Line	X	\$333.35	\$476.21	=
	Multi-Line Telephone Service	X	\$500.00	\$714.29	=
2 Phone Equipment And Features	Conference Phone (Single Line Telephone Service must be ordered.)	X	\$111.15	\$158.79	=
	Voice Mail	X	\$ 27.80	\$ 39.71	=

Phone Service originates at back of booth; please attach a floor plan if service is required in a location other than back of booth.

Cancellation Policy: Cancellation of services must be received 21 days prior to the event or a 25% Cancellation Fee will be charged. Refunds will not be issued for materials and/or labor charges related to the installation.

ADDITIONAL INFORMATION	CALCULATING YOUR TOTAL
A telecommunications floor plan must be provided with this order. See form 20c.	Subtotal _____
<input type="checkbox"/> Attached	Taxes and Fees Multiplied by 8% of Subtotal _____
<input type="checkbox"/> To Follow <i>(Must be received by Disc. Deadline for Advance Rate)</i>	Late Floorplan Fee (received after 2/17/20) \$500.00
<input type="checkbox"/> Standard Location	TOTAL _____

Exhibiting Company: _____

Booth Number: _____

Print Name: _____

Date: _____

Authorizer's Signature: _____



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On-Site Contact Information

Name: _____
 Email: _____
 Cell Number: _____

Telephone Floor Plan Template

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Using the legend below, please complete this form for all utility services you order. A change of location on an installed or partially installed utility service may result in additional costs to you. If you are submitting your own detailed drawing, please be sure to include the following items:

- Add your company name, booth number, your office phone, e-mail and fax numbers, your on-site contact, their cell phone number and their expected arrival date, your equipment delivery date and your carpet (flooring) installation date.
- Submit one floor plan copy for each utility service ordered (e.g. 2 copies if ordering electrical and plumbing services).
- Be sure to check-in at a PACK EXPO Services Desk upon your arrival to notify our staff when you are ready for your services.

Aisle or Booth # _____ (Back of Booth)

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20		
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0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20		

Adjacent Booth#

Adjacent Booth#

Feet Back
 ↑

Feet Over
 →

Aisle # _____ (Front of Booth)

TELEPHONE JACKS _____

CABLE T.V. _____

Exhibiting Company: _____

Booth Number: _____