

NEW JERSEY CONVENTION & EXPOSITION CENTER

97 SUNFIELD AVE., EDISON NJ 08837

PHONE (732) 417-1400

FAX (732) 417-1414

TELEPHONE ORDER FORM



Advance Order- (10 days or more prior to setup)

Instrument & Installation- \$ 90.00 _____

Late Order- (Less than 10 days prior to setup)

Instrument & Installation- \$ 125.00 _____

PLEASE INDICATE USAGE- (PHONE, FAX, MODEM, CREDIT CARD) _____

*** The telephone instruments will be installed in the order in which fully paid orders are received. Full pre-payment is required prior to installation. Pre-payment may be made by check, money order, or credit card. (Visa, Mastercard, and American Express).

Please Note the following terms, conditions, instructions, and information:

1. The telephone system is a state of the art, digitized, "Prostar" touch tone, requiring a "Dial 9", one second delay prior to dialing. The system is fax, computer modem, and automated credit card authorization unit compatible. Telephone extensions are analog units.
2. Usage of the telephone is charged on a per minute rate basis for local, toll, and long distance calls and includes a per call service charge. Local and long distance rates vary by city, state, and region.
The same rates apply to on-line usage as to regular telephone usage.
3. The instrument will be activated only after a valid credit card has been provided to a New Jersey Convention Center administrator, for payment of usage charges.
4. All charges for usage will be processed to the credit cards provided on the first business day following the close of the event. An itemized list of calls will be provided upon request.
5. There is no service charge for calls to "800" or "888" numbers, nor for incoming calls. Incoming collect calls will not be accepted. Calls to area codes "700" and "900" or certain prefixes may be restricted.
6. The renter assumes full responsibility for the return of all instruments, as well as payment of all charges incurred with the use of a rented instrument.
7. A \$ 50.00 FEE WILL BE INCURRED FOR ANY DAMAGED OR UNRETURNED UNIT !

Event Name _____ Event Dates _____ Booth # _____

Company Name _____ Representative _____

Business Address _____ City, State, Zip _____

Business Telephone () _____ Business Fax () _____

- There will be a 50% cancellation charge applied to all orders.

I AGREE TO THE TERMS AND CONDITIONS NOTED: (SIGNATURE) _____

** Credit Card information is required to secure all telephone lines regardless of payment format. No telephone lines will be installed without this information.

Credit Card Information: *** (Must be provided)

VISA _____ MASTERCARD _____ AMEX _____

Card Number _____ Exp. Date _____ Name _____

Billing Address _____ City, State, Zip _____

I AUTHORIZE THE ABOVE CHARGES AS WELL AS ANY/ ALL TELEPHONE USAGE FEES INCURRED

*** There will be a 50% cancellation charge applied to all orders.

SIGNATURE _____ DATE / /