



# Reno Events Center / National Bowling Stadium Technical Services



**Return this form to:**

Reno Events Center  
National Bowling Stadium  
300 N. Center St.  
Reno, NV 89501

**Or Fax this form to:**  
(775) 334-2606

**Questions? Call Us:**  
(775) 335-8817

**Payments must be received before service is provided.**  
Payment can be made by check, Visa, Master Card, or American Express. See reverse side for conditions and regulations.

**Please provide a diagram of booth indicating service locations.**

## PHONE SERVICE ORDER FORM

Event: _____	Event Date: _____
Company Name: _____	Booth/Location: _____
Billing Contact: _____	Contact Email: _____
Phone Number: _____	Fax Number: _____
Address: _____	
City: _____	State: _____ Zip: _____
Onsite Technical Contact: _____	Phone Number: _____

## TELEPHONE LINE

	Quantity	Advanced <small>14 days prior to move in</small>	Regular	Total
Voice (Digital VoIP) Phone Line	_____	\$200.00	\$250.00	_____
Voice/Credit Card/Fax/Modem (Analog) Phone Line	_____	\$225.00	\$275.00	_____
Multi-Line Digital Phone	_____	\$250.00	\$300.00	_____

CREDIT CARD OR DEPOSIT REQUIRED FOR LONG DISTANCE CHARGES

## TELEPHONE OPTIONS

	Quantity	Advanced <small>14 days prior to move in</small>	Regular	Total
Hunt (rollover to another line, per line)	_____	\$20.00	\$30.00	_____
Call Waiting	_____	\$20.00	\$30.00	_____
Transfer	_____	\$20.00	\$30.00	_____
Voice mail	_____	\$30.00	\$50.00	_____

## EQUIPMENT

	Quantity		Regular	Total
Speaker Telephone Set	_____		\$75.00	_____
Conference Telephone Set	_____		\$200.00	_____

## ADDITIONAL TECHNICAL LABOR

	Quantity		Regular	Total
One hour minimum	_____		\$75.00 per hour	_____
Description of labor: _____				

**Prices shown are for the duration of the show, and are not prorated.**

**PAYMENT**     CHECK     VISA     MASTERCARD     AMERICAN EXPRESS

Credit Card Number: _____	<b>SUBTOTAL</b> _____
Expiration Date: _____	_____
Name: _____	_____
Signature: _____	<b>TOTAL</b> _____



## Reno Events Center / National Bowling Stadium Technical Services



# Conditions & Regulations

1. Advanced order rates are available until 14 days before a show begins moving in. After that the Regular order rate is applied.
2. Payment for services must accompany orders to qualify for advanced order rates.
3. Checks are to be made payable to RSCVA.
4. Credit will not be given for services installed and not used.
5. Quantities of some telecommunications services are limited. Please order early to ensure availability. Orders will be filled on a first come, first serve basis.
6. Notification of cancellation must be received a minimum of 14 days before the show begins moving in.
7. Telephone sets must be picked up at the Service Desk during move in. Telephone sets must be returned to the Service Desk within one hour after show close.
8. All changes from the original order will be assessed a charge of \$75.00 per line.
9. All exhibitor services will be disconnected on the last day of the event, thirty minutes after the official closing time.
10. Reno Events Center / National Bowling Stadium are not responsible for lost or damaged equipment while in the exhibitor's possession. A replacement fee will be assessed on all equipment not returned.
11. All prices are for rental of materials or equipment. Materials and equipment used in installation remain the property of Reno Events Center / National Bowling Stadium.
12. Under no circumstances shall anyone other than Reno Events Center / National Bowling Stadium technicians do any special wiring in the Reno Events Center / National Bowling Stadium without prior written approval.
13. Telecommunication services ordered by outside providers will be placed in the Main Distribution Tech Service Room (MDF). The services will be extended to the desired location by Reno Events Center / National Bowling Stadium technicians. These services will be assessed co-location fees for wiring and labor.
14. Rates quoted for all services include bringing the requested communications services to the booth in the most convenient manner and do not include special wiring, over-head drops and/or special set-up or installation of communications equipment. Additional labor charges will be assessed when special services are required.
15. Copies of all charges will be faxed approximately one week after show close.
16. Disputes concerning service must be filed by the exhibitor with the Telecommunications Department prior to the close of the show. Disputes will be resolved by Reno Events Center / National Bowling Stadium in a timely manner.
17. Payment in full must be rendered on all orders when the order is placed. NO EXCEPTIONS PLEASE. All payments are in US dollars. All additional services provided at the show must be paid in full at the time of the request. Any long distance charges incurred at the show will be charged to the exhibitor's credit card.
18. This order form is accurate as of January 1, 2008. If you have received this order form more than one year past this date, please call (775) 335-8817 to obtain a current form.

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