

Telephone Services

The Center offers a variety of telephone services and is an exclusive service of the building.

<u>Standard Telephone Services</u>	<u>Advanced Rate</u>	<u>Standard Rate</u>
------------------------------------	----------------------	----------------------

Standard Telephone Line (Analog/Digital).....	\$200.00.....	\$325.00
--	----------------------	-----------------

Service includes one phone number and a complimentary simple handset.
Line usage included.

Cisco Conference Phone Service.....	\$300.00.....	\$450.00
--	----------------------	-----------------

Service includes one phone number and rental of one speaker phone. Equipment must be returned at the end of the show. Line usage included.

ISDN/BRI Service.....	Call for Pricing
------------------------------	-------------------------

*This service requires a 45 day lead time.

Cable TV Services

Cable TV Services.....	\$200.00.....	\$325.00
-------------------------------	----------------------	-----------------

Credit Card Line

Single Line (no dial 9 required).....	\$200.00.....	\$325.00
--	----------------------	-----------------

Installation and Connection – Telephone

- Telephone service is provided from the nearest column or floor port into the booth.
- Center phone technicians provide a line that is long enough to run anywhere in your booth. Exhibitors may have their full-time employees run their phone cord under the carpet to desired locations, or they have the general service contractor do so.
- All telephone equipment can be picked up at the Center Exhibitor Services Desk.

Frequently Asked Questions – Telephone

How do I know if I need a single-line or a multi-line service?

Single-line phones are just like most household phones. They can be used for fax lines, credit card machines, standard telephones, and even to dial-up internet service (although we do not recommend this method of internet connectivity).

I have a wired credit card machine. Do I need to program anything specific for the machine to work on your single-line service?

Yes. Please pre-program your machine to dial “9” before your credit card company’s number.

How do I receive my phone number, dialing instructions, and phone/fax equipment?

Please visit the Exhibitor Services Desk on-site to receive this information.

How can I place international calls on my phone line?

If you wish to place international calls on your phone line, please notify your Event Manager prior to move-in to submit this request. Otherwise, all phones will be limited to local and US numbers.

TELECOM ORDER FORM



Advance Payment Deadline Date: 21 Days Prior to First Event Day

1 St Clair Ave, NE, Cleveland, OH 44114
 Phone: (216) 928-1310
 www.clevelandconventions.com

COMPANY NAME:		BOOTH NUMBER:	
EVENT:			
FACILITY:	Huntington Convention Center of Cleveland		
DATES:		EVENT #	

FOR YOUR CONVENIENCE PLACE YOUR ORDER ONLINE AT WWW.CLEVELANDCONVENTIONS.COM/EXHIBITOR

ORDER INSTRUCTIONS

The Center is the exclusive provider of all telephone services. All telephone equipment shall remain the property of the Center and may not be installed or removed by anyone other than Center personnel.

All Center telephone equipment shall remain at the Center at the close of the event. Failure to return Center phones will result in a replacement fee.

All services listed include labor to install and remove said service. Rates do not include connecting of equipment, tracing of malfunctions, special wiring, or repairs. If exhibitors require additional telephone labor outside of the standard service, services will be billed at an hourly rate with a minimum of one hour. Labor rates are based on current wage and benefit rates and are subject to change without notice.

DISTRIBUTION OF CABLES

You may run your own cables under flooring if you wish; however, be advised that this may negatively impact your freight/carpet delivery and your booth installation. If you would like our technicians to distribute your cables in advance of your arrival, please include a floor plan layout of your booth space including the exact location of each line, orientation with respect to surrounding booths, and (in the case of an island booth), the location of your main drop (as services come from the ceiling). If a main drop is not indicated on the floor plan, service delivery will be to the most convenient location.

TERMS & CONDITIONS

I agree in placing this order that I have accepted Center's payment policy and the terms and conditions of contract.

CANCELLATIONS

Credits will not be issued for services delivered and not used. See terms and conditions for additional details.

Form TELECOM-Center-12-1-2019

TELEPHONE SERVICES

Standard Telephone Services

	QTY Show Hours Only	ADVANCE PAYMENT PRICE	REGULAR PAYMENT PRICE	TOTAL COST
Standard Telephone Line (analog/digital)	_____	\$200.00	\$325.00	_____
Cisco Conference Phone	_____	\$300.00	\$325.00	_____
ISDN/BRI Service (45 day lead time)	_____	CALL	CALL	_____

Please call us for information on any services (such as higher bandwidth)

CABLE TV SERVICES

TECHNICAL SERVICES

Cable TV Services	_____	\$200.00	\$325.00	_____
-------------------	-------	----------	----------	-------

CREDIT CARD LINE

Single Line (no dial 9 required)	_____	\$200.00	\$325.00	_____
----------------------------------	-------	----------	----------	-------

SUBTOTAL

TOTAL PLUS TAX (8%)

TRANSFER ESTIMATED TOTAL TO THE METHOD OF PAYMENT FORM

PRINT NAME:

EMAIL:

PHONE:

The "Method of Payment Form" must be completed and returned with this order