



Please send completed order with payment to:
 Columbia Metropolitan Convention Center
 Attn: Events Department- Service Order Form
 Mail: 1101 Lincoln Street, Columbia SC 29201
 Fax: 803-545-0127
 Email: events@experiencecolumbiasc.com

TELEPHONE AND CABLE ORDER FORM

Show Name:		Show Dates:	
Exhibiting Firm Name:			Booth #:
Address:		City:	State: Zip:
Telephone:	Email:	On Site Contact:	
Payment Method Name on Card: _____ Credit Card #: _____ <input type="checkbox"/> Master Card <input type="checkbox"/> Visa <input type="checkbox"/> Amex <input type="checkbox"/> Check/Money Order <input type="checkbox"/> Other Signature: _____ Expiration: _____ Security Code: _____ <i>*This signature authorizes the card on file to be charged for any unpaid balance.</i>			

QUOTES WILL BE GIVEN PER LOCATION IF REQUEST IS NEEDED OUTDOORS.

TELEPHONE

Telephone lines (Telephone Numbers) – Price includes one phone for each line. Phones are restricted to 1-800 calling and local calls. This phone does not include speakerphone option. ** Additional \$50 Charge for Long-Distance Dialing.			
Quantity	Advance Order <i>(Received 14 business days or more prior to event move-in)</i>	Floor Order <i>(Received while onsite – setup days and/or event days)</i>	Total
Qty:	\$160.00	\$200.00	\$
Extra Telephone Sets – (Does NOT include phone line) You must have ordered telephone line above to order extra phone.			
Qty:	\$25.00	\$40.00	\$

CABLE

Cable Television Connection Does not include TV. Advance order required. Connection is limited based on Location			
Quantity	Advance Order <i>(Received 14 business days or more prior to event move-in)</i>	Floor Order <i>(Received while onsite – setup days and/or event days)</i>	Total
Qty:	\$175	\$225	\$

Columbia Metropolitan Convention Center is not responsible for secondary data loss or damage to equipment. CMCC is responsible for Internet and other point of demarcation in exhibitor booth. Services are limited to cable installation and IP address assignment. It is the responsibility of the exhibitor to supply connectors, connect cable to exhibitor equipment, configure exhibitor equipment and properly operate equipment. CMCC will troubleshoot CMCC installed components only.

CMCC is not responsible for lost connections or traffic interruptions. We will work with third parties to resolve circuit issues on a best effort basis. No refunds or discounts will be given for service interruptions or other network service related downtime.

Orders will not be accepted without payment in full.
Orders cancelled within (14) business days prior to event will not be refunded.
Receipts can be provided upon request. Please request at time of order.