



Telephone Service Order Form

Please return to Oncenter
 800 South State Street
 Syracuse, New York 13202
 (315) 435-8000
 FAX: (315) 435-8098

Date Rec'd	By:	Payment

Name of Event:	Date(s) of Event:	Booth #:
Firm Name:	On Site Contact:	
Address:		
Phone #:	Fax#:	
Authorized By:	Title:	Date:
PAYMENT: Check (Payable to Oncenter) / Credit Card (VISA, MasterCard, American Express)		
Credit Card Number:	Expiration Date:	
Name on Card:		

PAYMENT MUST ACCOMPANY ORDER
 ALL ITEMS SUBJECT TO AVAILABILITY
 NO GUARANTEED SERVICE FOR ON SITE ORDERS
A 30% SERVICE CHARGE WILL BE LEVIED ON ANY ORDERS ON SITE - PLEASE PLAN AHEAD

Telephone	Quantity	Advance Order	On Site	Total
Standard Exhibitor Phone Line Only (Discounted)		\$100.00	\$130.00	
Standard Exhibitor Phone Line with Touch Tone Telephone (Discounted)		\$125.00	\$162.50	

Additional services; such as high-speed internet connection (ISDN Lines, etc.) are available, please contact your Event Coordinator for more information.

NOTE: Lost connectors and cables at \$25.00 each. Phones not returned will be invoiced at \$100.00

Rules and Regulations

- Oncenter Complex is the exclusive provider of telecommunications throughout the Oncenter Complex.**
- Incomplete telecommunications requirements may delay processing and labor charges will be added in the event of changes made after initial installation.
- Credit will NOT be given for service installed and not used.
- The Customer will be fully responsible for the protection and safekeeping of the Internet connection apparatus and telephone sets as well as safekeeping of their personal or company computer equipment.
- Only Oncenter personnel are authorized to modify system wiring and cable.
- Oncenter is not responsible for any level fluctuations or band-width failure due to the local Internet Service Provider (ISP) company conditions and or the local telephone company.
- All equipment must comply with FCC regulations.
- Prices are based on current rates and subject to change without notice.
- Rate quotes or other inquires telephone service and other special needs should be directed to the Oncenter Event Coordinator.
- In addition to basic telephone charges, exhibitors will be charged for local and long distance calls at prevailing rates.