

401 Commercial LP

401 SEVENTH AVENUE
NEW YORK, NY 10001

ATTN: Penn Plaza Pavilion

Ph: 212-502-8139 - Fx: 212-502-8715

Original order form and payment in U.S. dollars must be postmarked 20 days prior to show's opening date. Make remittance payment to: New York's Hotel Pennsylvania

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PLEASE INDICATE WITH (X)
WHERE THE LINE IS TO BE
PLACED

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FULL NAME OF EVENT		EVENT DATES		BOOTH NO.	
FIRM NAME		PHONE		FAX NO.	
ADDRESS		CITY		STATE	ZIP
CONTACT NAME			ON SITE CONTACT		
AUTHORIZED SIGNATURE			INSTALLATION DATE AND TIME		DISCONNECTION DATE AND TIME

TYPE OF SERVICE	REGULAR PRICE	ON SITE PRICE	QUANTITY OF PHONES	AMOUNT DUE
Analog telephone line	\$225.00	\$325.00	X	
Single line phone sets	\$80.00	\$100.00	X	
Multi-line set	\$250.00	\$300.00	X	
Standard speaker phone	\$200.00	\$250.00	X	
Polycorn	\$300.00	\$350.00	X	
Circuit Extension fee for fractional T1, internet connection	\$275.00	\$325.00	X	
Full T1 circuit extension fee	\$575.00	\$650.00	X	
Local call deposit per day	\$25.00	\$45.00	X	
Long distance call deposit per day	\$50.00	\$50.00	X	
Late order charge per line	\$120.00	\$120.00	X	
Additional labor rate of \$150 per hour for installations during weekdays before 8am and after 4pm and \$150 per hour on weekends and holidays.	\$75.00	\$75.00	X	
Sub-Total				
P. 6.02, 5% NY State				
Sales Tax				
Grand Total Cost				

IMPORTANT NOTICE

If you wish to have your line/circuit installed before 8am and after 4pm Monday to Friday, a labor rate of \$150 per hour, minimum two (2) hours, applies in addition to the above charges.

If you wish to have your line/circuit installed on weekends and holidays, \$150 labor rate per hour, minimum four (4) hours, applies in addition to the above charges.

Relocation of line request will be charged at the labor rate of \$150 per hour, minimum one (1) hour, in addition to line charge. That is to say, once your lines are installed, and you wish to change their location, this labor rate applies to re-locate your line.

LOCAL AND LONG DISTANCE CHARGES - CREDIT CARD INFORMATION MUST BE PROVIDED IN ORDER TO PROCESS FORM

Local and long distance usage charges per line will be billed separately to the credit card of your choice as completed below. All telephone calls are charged at the AT&T operator dialed business day rate plus 35%. A local call is \$1.25 and an 800/888/877/855/866 call is \$1.00. In addition, \$0.20 per minute after 60 minutes on local, 800/888, calling card, credit card, collect third party calls and calls made through other common carriers (950/1000). Sign authorization and billing instructions below.

I agree to be responsible for all usage charges made in connection with local and long distance service.

We will not process this form unless you have provided credit card information below. The reason for the credit card information is to cover the cost of the usage charges. You may wish to pay for both installation and usage costs by credit card only. Please include a copy of the front and back of the credit card.

(NAME)	_____	Number	_____
Major Credit Card	_____	Card Holder's Name	_____
(PRINT)	_____	Expiration Date	_____
Card Holder's Name	_____	Card Holder's Signature	_____

IN THE EVENT OF LOSS OR DAMAGE TO EQUIPMENT, A REPLACEMENT COST OF \$125 FOR SINGLE LINE SET, \$275 FOR STANDARD SPEAKER SET AND \$400 FOR THE POLYCOM SET

FOR HOTEL USE ONLY

GRAND TOTAL DUE _____

(ENCLOSE CHECK)
MADE OUT TO THE NEW YORK'S
HOTEL PENNSYLVANIA

PLEASE RETURN THIS ORDER WITH CHECK FOR FULL AMOUNT 20 DAYS PRIOR TO THE INSTALLATION DATE. THE LATE ORDER CHARGE IS TO APPLY TO ALL ORDERS RECEIVED LATER THAN TWENTY DAYS TO THE INSTALLATION DATE. PLEASE ADD THIS LATE ORDER CHARGE IF LESS THAN THREE WEEKS.
(ALL PRICES ARE SUBJECT TO CHANGE WITHOUT NOTICE)