

# Request for Telecommunications Services



PLEASE RETURN TO:  
 WORLD TRADE CENTER BOSTON  
 TELECOMMUNICATIONS DEPARTMENT  
 200 SEAPORT BLVD  
 BOSTON, MA 02210  
 FAX: (617) 385 4400 (fax orders accepted)

**FOR INFORMATION  
 CALL  
 617-385-5006**

PLEASE TYPE OR PRINT

NAME OF SHOW			BOOTH NUMBER (S) OR ROOM
EXHIBITING FIRM NAME			DATE(S) OF SHOW
ADDRESS	CITY	STATE	ZIP
CONTACT NAME / AUTHORIZING SIGNATURE			TELEPHONE
EMAIL ADDRESS			

**PAYMENT MUST ACCOMPANY ORDER**     COMPANY CHECK     MASTERCARD     AMERICAN EXPRESS

We regret that we cannot accept checks drawn on foreign banks or personal checks.     MONEY ORDER     VISA     DISCOVER

**CUSTOMERS WHO CHOOSE TO PAY BY CHECK OR MONEY ORDER MUST ALSO SUPPLY A VALID CREDIT CARD NUMBER BELOW. ANY AND ALL CHARGES NOT PREPAID, INCLUDING THOSE FOR CALLS AND UNRETURNED OR DAMAGED EQUIPMENT, WILL BE BILLED TO THE CREDIT CARD NUMBER PROVIDED.**

**\*\*CHARGES TO YOUR CARD WILL APPEAR UNDER THE NAME SEAPORT HOTEL.\*\***

CREDIT CARD NUMBER	EXP. DATE	NAME AS IT APPEARS ON CARD
AUTHORIZING SIGNATURE		DATE AUTHORIZED

TYPE OF SERVICE	QUANTITY	DISCOUNT PRICE*	STANDARD PRICE	TOTAL
Analog Line with/without Single-line phone.		\$220	\$255	
LAN with Internet Access.		\$450	\$485	
Hub Rental**				

Other (please describe) :

**\*\*\*PLEASE CONTACT THE TELECOMMUNICATIONS DEPARTMENT AT (617) 385-5006 FOR PRICING AND COMPLETE SERVICE OFFERINGS.**

*While we do offer Complimentary wireless services throughout the Seaport Complex, including the Commonwealth Exhibition Hall, We do not recommend using the wireless connection as the primary internet solution for your exhibitor displays. Reliable and efficient internet connectivity will be best handled through a wired connection.*  
 \*To qualify for discount pricing, request and payment must be received 15 business days prior to the first move-in date.  
 \*\*8-port hub rental = \$100; 16-port hub rental = \$200; each additional connection from hub = \$40.

SUBTOTAL  
 6.25% TAX

**TOTAL DUE**

CALLING SERVICE: (if not indicated, all lines will have long distance)     LOCAL     LONG DISTANCE     INTERNATIONAL

## IMPORTANT INFORMATION

- Analog service – Standard Phone service which accommodates such applications as a single phone line, modem, or fax. If ordered, WTCB will provide a phone with a single line.
- LAN – 10base-T Local Area Network connection with direct internet access via DHCP. PC or laptop must come equipped with the following: Network Interface Card with an RJ45 adapter, TCP/IP and web browser.
- Local and long distance charges apply.
- To obtain an outside line, please dial 9 first.
- No credit will be given for equipment or service cancelled after installation.
- FINAL INVOICES OR ANY APPLICABLE REFUNDS WILL BE PROCESSED APPROXIMATELY 4 WEEKS AFTER THE CLOSE OF THE SHOW.