

EXHIBITOR SERVICES FORM WIRELESS & WIRED SERVICE ORDER FORM

Charleston Coliseum &
Convention Center
200 Civic Center Drive
Charleston, WV 25301
chaswvccc.com



Orders can be sent by email to: info@charlestonwvciviccenter.com

| CONTACT INFORMATION | | |
|---------------------|---------------|---------------|
| Event Name | | Event Date(s) |
| Company Name | | Booth Number |
| Contact Person | | |
| Mailing Address | | |
| City | State | Zip |
| Phone | Email | |
| Credit Card Number | | |
| Expiration Date | Security Code | |

Advance orders must be submitted with payment seven (7) business days prior to move-in.

Orders placed at service desk must be paid in full at time of order.

Credit card orders are subject to a 3% processing fee.

Equipment is subject to availability. Prices are subject to change without notice.

IMPORTANT CONDITIONS & REGULATIONS

- No servers/routers of any kind are permitted on the Charleston Coliseum & Convention Center network without permission from building management.
- The facility is not responsible for any level fluctuations or circuit failure due to ISP conditions.
- Customer is responsible for returning all equipment issued by or rented from the facility in same condition it was issued. Lost, stolen or damaged equipment will be charged to the customers authorized credit card at prevailing rates.
- Payment must accompany all service orders.
- For additional information please contact our Technical Services Coordinator at: 304-345-1500 Ext. 223

If you prefer to pay by check, please complete this order form and submit to the address below.
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| QTY | ITEM DESCRIPTION | ADVANCE COST | FLOOR COST | TOTAL AMOUNT |
|--------------------------------------|--------------------------------|-----------------|-------------------------|--------------|
| PHONE LINE SERVICES | | | | |
| | Phone Line | \$150.00 | | |
| | Conference Phone w/ Line | \$225.00 | | |
| WIRELESS & WIRED SERVICES | | | | |
| | Wired Internet (1.5mg) | \$125.00 | | |
| | Group Internet | *Call for quote | | |
| PODIUMS | | | | |
| | Acrylic Podium | | | |
| | Standard Podium | | | |
| WIRELESS MICROPHONE | | | | |
| | Lavalier Microphone | \$50.00 | | |
| | Wireless Microphone – Handheld | \$50.00 | | |
| OTHER SERVICES | | | | |
| | Cable TV Connection | \$100.00 | | |
| | Portable PA System | \$50.00 | | |
| | Dedicated Technician (per hr.) | \$45.00 | | |
| | | | TOTAL ORDER | |
| | | | 7% WV SALES TAX | |
| | | | TOTAL AMOUNT DUE | |