



2009 Broadcast Video Service Order

FAX with complete credit card information or purchase order to 317-262-3419
OR Mail completed form with check, credit card information, or purchase order to:
 Indiana Convention Center & Lucas Oil Stadium – Utility Department
 100 S. Capitol Ave. Indianapolis, IN 46225
OR order online at <http://www.icclos.com>

PAYMENT MUST ACCOMPANY ORDER

Please TYPE or PRINT legibly

This form should be used for rebroadcasting video and audio signals between two points within the building (i.e. overflow areas,) or to a point outside the facility (i.e. conference meetings, special speakers, etc.).

VIDEO (including 2 Audio Connections)

From Point A
(location) _____

To Point B
(location) _____

QTY	Analog (Per Day)	Digital (Per Day)	TOTAL
	\$1,050.00	\$1,470.00	\$
Miscellaneous Service --- Call for Rates (317-262-3467)			\$
			\$
SERVICE SUB-TOTAL			\$
One-time \$200.00 connect and test fee added to the <u>per day</u> charge for <u>in-house</u> video only.			\$
SERVICE TOTAL (U.S. DOLLARS)			\$

SPECIAL INSTRUCTIONS:

For connection to outside the facility, please contact :
 Phil Janeway at Time Warner, 250 E 96th Street, Suite 580,
 Indianapolis, IN 46240 (317)713-2333 or FAX (317)713-8999.

Event Name _____

Event Date _____ Booth/Room# _____

Exhibitor Firm Name _____

Exhibitor Contact Name _____

Street Address _____

City/Province _____

State, ZIP, Country _____

Phone No. _____ Fax No. _____

E-MAIL ADDRESS _____

ADVANCE RATES apply only to orders paid in full and payment received 14 days prior to the first event day. Orders received after that time will be at STANDARD RATE – NO EXCEPTIONS. Faxed orders indicating forthcoming payment do **NOT** reserve the advance rate. See reverse side for additional information. We accept **AMX, MC, VISA and DISCOVER** only.

Check # _____
 Payable to **Capital Improvement Board**. Mail to address at the top of the form.

A purchase order may be used in lieu of payment. The formal purchase order must accompany the order.
 PO# _____

I authorize the Capital Improvement Board to bill my credit card for the charges listed and any additional charges incurred.

Credit Card # _____

Expiration Date ____ / ____ / ____ (Must be valid thru last day of event)

NO REFUNDS AFTER INSTALLATION OF SERVICE.
CANCELLATIONS MUST BE RECEIVED PRIOR TO SET-UP OF EVENT TO RECEIVE REFUND.

 AUTHORIZED BY (PRINTED NAME)

 AUTHORIZED BY (SIGNATURE)
IN ORDER TO PROCESS FORM, NAME MUST BE LEGIBLE
 Prices effective 1/1/09 – subject to change without notice.

ICCLOS POLICIES & CONDITIONS

1. **FULL PAYMENT MUST BE RECEIVED BEFORE SERVICE CAN BE INSTALLED.**
2. **ALL** equipment must conform to all federal, state and local state fire and safety codes.
3. **ICCLOS reserves the right** to inspect and reject any and all connections, equipment and facilities which any customer uses while in the Center/Stadium.
4. **ALL MATERIAL** and equipment furnished by the Center/Stadium for this service order shall remain the Center/Stadium's property and shall be removed **ONLY** by the Center/Stadium at the close of the event.
5. **OBSTRUCTIONS:** The Exhibit Hall utility floor pockets must remain accessible at **all times!** All Exhibitor equipment, displays, or other types of Exhibitor material are subject to removal or relocation in the event ICCLOS Staff deems necessary to gain access to any part of these utility floor plates for any reason during set-up or show hours.
6. **UTILITY REQUIREMENTS CROSSING AISLES** will not be installed unless approved by show management.
7. **ANY SPECIAL EQUIPMENT** that must be purchased in order to complete an assembly will be charged to the Exhibitor and will remain the property of ICCLOS.
8. **MISCELLANEOUS MATERIALS** will be charged for on-site at cost plus 15% plus 7% Indiana Sales Tax.
9. **INDIANA SALES TAX EXEMPTION** number must be noted on order and Indiana General Sales Tax Exemption Certificate on file in order to receive non-tax status.
10. **CLAIMS FOR NON-SERVICE** or damage will not be considered unless filed by Exhibitor **PRIOR** to close of event.
11. **CANCELLATIONS:** Cancellations must be received prior to set-up of event in order to receive refund.
12. **REFUNDS:** NO REFUNDS after installation of service.
13. **REFUNDS** or credits in excess of \$15.00 will be made automatically by our Accounting Department by mail or credit card refund. Claims for refunds for less than \$15.00 must be made in writing.
14. **NON-SUFFICIENT FUND CHECKS (NSF)** service charge of \$20.00 on NSF checks will be assessed. NO checks will be accepted from an Exhibitor that has previously submitted a NSF check to us.
15. **FINAL CHARGES (INVOICES) AND REFUNDS OF OVER PAYMENTS** will not be available until 30 days after the close of the event. Credit card receipts or confirmations of orders can be faxed after processing, upon request.