



2009 Cable Television Service Order

Utility Department
317-262-3467

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

BASIC CABLE TELEVISION SERVICE / LOCAL HD PROGRAMMING charges include the cost of a single cable connection and a temporary line to your booth. All facility equipment and cables must remain at the close of the event or the Exhibitor will be billed for their replacement. To receive HD programming, you, the Exhibitor, must provide your own HD receiver capable of receiving Off-Air programming (an RF cable connection). Current available channel listing on back.

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. Full payment MUST be received before service can be connected. 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)

 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.

QTY	ADVANCE RATE	STANDARD RATE	TOTAL
	\$ 72.00	\$ 99.00	\$

ORDERS RECEIVED LESS THAN TEN (10) DAYS PRIOR TO CONNECTION WILL NOT BE CONSIDERED.

SPECIAL CABLE TELEVISION SERVICE

	TOTAL
Special Cable service and/or placement requires additional labor of \$33.05/hr and a four (4) hour minimum.	\$

SERVICE TOTAL (U.S. FUNDS) \$

SPECIAL INSTRUCTIONS:

Service installed to the rear center of the booth. If other than a standard booth, please attach a drawing.

____ Island Booth ____ Standard Booth ____ Two Story Booth

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

ICCLOS POLICIES & CONDITIONS

1. **NO SERVICE WILL BE INSTALLED UNTIL FULL PAYMENT IS RECEIVED.** Date payment is received by the ICCLOS will determine applicable rate. All order form information must be completed in full for order to be processed. Incomplete order forms could result in delayed processing and a possible delay of service installation. Advance Orders will receive priority service.
2. **UNDER NO CIRCUMSTANCES** will there be sharing of services between exhibitors.
3. **ALL** equipment must conform to all federal, state and local state fire and safety codes. 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. **RATES** quoted for all connections cover only the bringing of service to the booth in the most convenient manner as determined by the ICCLOS and **DO NOT** include connecting equipment to provide services. Special placement or relocation of service will result in a labor charge. Payment **IN FULL** must be rendered for such services before the close of the first event day.
8. **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.
9. **REQUESTS for "Special Service"** (see form) must be received by the ICCLOS 30 days prior to scheduled exhibitor arrival and move-in.
10. **MISCELLANEOUS MATERIALS** will be charged for on site at cost plus 15% plus 7% Indiana Sales Tax.
11. **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.
12. **CLAIMS FOR NON-SERVICE** or damage will not be considered unless filed by exhibitor **PRIOR** to close of event.
13. **CANCELLATIONS:** Cancellations must be received prior to set-up of event to receive refund.
14. **REFUNDS:** NO REFUNDS after installation of service.
15. **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.
16. **NON-SUFFICIENT FUND CHECKS (NSF):** service charge of \$20.00 on NSF checks. NO checks will be accepted from an Exhibitor that has previously submitted a NSF to us.
17. **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.