

South Point Production Services

South Point Event Center
 9777 Las Vegas Blvd S.
 Las Vegas NV 89183
 Fax 702-797-8051



Event Name: _____ Event Date: _____

- **TO RECEIVE DISCOUNT RATES, THIS ORDER WITH PAYMENT MUST ARRIVE WITHIN 7 DAYS PRIOR TO THE EVENT DATE, OTHERWISE STANDARD RATES PLUS TIME AND MATERIAL APPLY.**

Please type or print information

Exhibiting Firm				Booth	
Telephone Number			Fax		
Address					
City			State		Zip
Email Address					
Contact at Show					
Authorized Person					

PAYMENT POLICY

Important: this section must be completed before this order can be processed.

A CREDIT CARD IS REQUIRED TO GUARANTEE ALL ORDERS AND AS A DEPOSIT AGAINST ADDITIONAL LABOR AND / OR SERVICES.

Payment of any balances may be made by company check upon request at the service desk, but a credit card must be on file. Any balance outstanding as of the close of show will be charged to your account.

Refunds will only be given if order is canceled in writing at least seven days prior to the show.

Choose Credit Card Type							
Discover	()	VISA	()	MasterCard	()	American Express	()
Credit Card Number							
Expiration Date			Security Code				
Name							
Authorized Signature							
Cardholder Phone							
CC Billing Address							
City			State		Zip		

Communication Services

South Point Production Services is the exclusive provider of phone and internet services. Listed below are our current rates for basic services. If additional services are necessary, please contact South Point Production Services to discuss your needs. All services will incur a \$25.00 minimum set up fee. Additional labor will be billed by the quarter hour at \$50.00 per hour regular time \$90.00 for overtime or after hours.

Phone Services

Type of Service Needed	Discount Rate (First Day)	Standard Rate (Per Day)	Additional Days	Total
Analog Dial Tone (w/ instrument)	\$175.00	\$225.00	\$175.00	
Multi Line Telephone	\$150.00	\$300.00	\$150.00	
ISDN / BRI Service (Line Only)	\$200.00	\$400.00	\$200.00	
Conference Unit w/ Dial Tone	\$200.00	\$400.00	\$200.00	
Motorola Radio Rental	\$20.00	\$40.00	\$20.00	
Restrictions (<i>Check one</i>)	()	Local & 800 Only	()	Unrestricted*
* (Standard Long Distance Charges Apply, Rates available upon request.)				

Please indicate connect and disconnect times for phone service

Connect service by _____ Disconnect by _____
 Date _____ Time _____ Date _____ Time _____

Internet Services

Item	Standard Rate (Per Day)	Additional Days	Total
High Speed Internet	\$295.00	\$95.00	
Additional Connection	\$50.00	\$50.00	
Labor (per hour)	Hourly	Hours	Total
PC Setup	\$50.00		

Please indicate connect and disconnect times for internet service

Connect service by _____ Disconnect by _____
 Date _____ Time _____ Date _____ Time _____

Special services available upon request

Special Instructions / Requests _____

Booth Layout Work Sheet

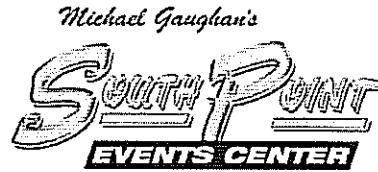
You may make copies of this sheet for different elements. Please use the 10 x 10 grid to mark the location of items in your booth. In booths larger than 10 x 10 please mark the location in feet. Please mark the direction of signs. Please mark all neighboring booth numbers.

										Front of Booth									
										Neighbor Booth # _____									
Left										Right									
Neighbor Booth # _____										Neighbor Booth # _____									
										Rear of booth									
										Neighbor Booth # _____									

NOTES: _____

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City				State		Zip	