



Jacob K. Javits Convention Center

655 West 34th Street
New York, NY 10001-1188
212-216-2090
www.javitscenter.com

SERVICE ORDER(S) PAYMENT FORM



Required for Electrical, Cleaning, Plumbing, and Telecommunication Services

(No service will be provided without payment and completion of Section 1 & 2 and the return of this form as well as a booth floor plan, where appropriate, and the order form for the specific service required.)



Customers who choose to pay by check or money order must also supply a valid credit card number. Credit Card charges are limited to \$10,000 per order/invoice. Any order exceeding \$10,000 must be paid by company check. Any balance due during or at the end of the show and does not exceed \$10,000 will be billed directly to the credit card number. The Advance rate will only be valid and processed for orders with payment postmarked, faxed or emailed 15 days prior to the show opening date. By your signature below, you acknowledge and agree to these terms and authorize JKJCC to bill your credit card. **Personal checks or checks drawn on foreign banks are not accepted.** Failure to follow these instructions will result in a delay in services.

Make checks payable to the JACOB K. JAVITS CONVENTION CENTER.

Please return order forms with payment to:

Jacob K. Javits Convention Center
655 West 34th Street
New York, NY10001-1188
Fax: 212-216-4169

Email COMPLETED & SIGNED Service Forms to: services@javitscenter.com

Show Name: (14546) Home Textiles Sourcing Expo	Show Booth:	Show Date(mm/yy): July '11
Exhibiting Company Name:		

Section 1 (Billing Information)

Billing Company Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Contact: _____ Phone: _____ Fax: _____

Contact Signature: _____ Country _____

Section 2 (Billing Credit Card expiration date must be valid throughout the event listed above)

American Express MasterCard Visa Diners Club

Card Number: _____ Expiration Date: _____ / _____
Month Year

Card Holders Name (Print): _____

Card Holders Signature: _____ Date: _____

Contact: _____ Phone: _____ Fax: _____

Section 3

Please check here if checks are included. Email Address: _____

For faster ordering with a confirmation call toll-free 1.877.452.8487
or go to www.javitscenter.com

Floor Plan Distribution Only

Use for floor plans ONLY

NOTE: Submit a floor plan ONLY to the departments you have ordered services from.

All plans MUST include:

Show Name
Company Name
Booth Number or Location

Electrical:

Fax: 212.216.4169
Mail: Electrician c/o JKJCC
655 West 34th Street
New York, NY 10001-1188

Plumbing:

Fax: 212.216.4169
Mail: Plumber c/o JKJCC
655 West 34th Street
New York, NY 10001-1188

Telecommunication:

Fax: 212.216.4169
Mail: Telecommunication Installation c/o JKJCC
655 West 34th Street
New York, NY 10001-1188

Important Notice:

* **No** service will be provided without a Service Request Form **AND** a Credit Card on file.

Jacob K. Javits Convention Center

Telecommunications Request Form



This Order Form and payment must be postmarked or faxed 15 days prior to show opening date to qualify for Advance Rate. All orders must be submitted with a signed Service Order Payment Form.

Full Name Of Event (14546) Home Textiles Sourcing Expo Month/Year July 2011

Company Name _____ Booth Number _____ Advance Rate Deadline: July 4, 2011

Event Contact _____ Email Address _____ I ALSO AUTHORIZE CHARGING ANY UNPAID BALANCE TO MY CREDIT CARD SUBMITTED ON THE JKJCC PAYMENT POLICY FORM.

Phone Number _____ Fax Number _____ SIGNATURE _____ DATE _____

**** Prices subject to change without notice ****

SECTION 1 - WIRED TELECOMM SERVICES (All rentals are for the show plus usage unless otherwise indicated.)					
Item Code	Description	Quantity	Advance Rate	Standard Rate	Amount
T01	Single Line Voice		\$ 263.00	\$ 323.00	
T51	Speaker Phone with Single Line Voice		\$ 300.00	\$ 360.00	
T02	Multi-Line Voice		\$ 374.00	\$ 434.00	
T08	Fax Line		\$ 263.00	\$ 323.00	
T07	Credit Card Line.		\$ 263.00	\$ 323.00	
T06	Dial Up Modem Line		\$ 300.00	\$ 360.00	
T14	ISDN BRI (Limited Availability)		\$ 600.00	\$ 701.00	
SECTION 2 - INTERNET SERVICES (All internet equipment to be picked up on site at the JKJCC service desk.)					
Item Code	Description	Quantity	Advance Rate	Standard Rate	Amount
T46	High Speed EtherNet (Single Connection 1 IPAddress) (See * notes below)		\$1098.00	\$1347.00	
T44	T1 Service		\$4609.00	\$5530.00	
T45	Additional IPAddress (See + notes below)		\$ 102.00	\$ 102.00	
T60	8 Port Hub Rental		\$ 152.00	\$ 152.00	
T61	16 Port Hub Rental		\$ 221.00	\$ 221.00	
T64	Distance Fee for each line outside the convention venue		\$ 498.00	\$ 498.00	

Notes:

Prices include labor. For questions about Section 1 and 2 please call (212) 216-5432

+ Must order T1, or other High Speed Internet service

* 1 IPAddress = 1 Terminal on network

LABOR CHARGED IN HALF HOUR INCREMENTS (NON TAXABLE)

Straight Time	7:30am to 3pm, Monday through Friday	\$116.00 per hour
Overtime	All hours other than above and Sat., Sun., and Holidays	\$150.00 per hour
Technical Support Labor		\$ 80.00 per hour

CALLING PLANS (Please check one.) CALL FOR CALL RATES

Local Calls (212 & 718) **

North America - US/Canada Long Distance **

Unrestricted - Local US/Canada International **

** All Plans includes 800 service @ \$ 0.25 First 3 minutes / additional minutes local rate applies.

All customers will be subjected to a \$50.00 non-return Phone Set fee or a minimum of \$500.00 non-return Internet Equipment fee, if all telephone sets or Internet equipment and related materials are not returned to the Telecommunications Service Desk no later than one hour after the official close of the show.

GRAND TOTAL \$ _____

State and Local Sales Taxes will be added on all items

Floor Plan Required

See Page 2 for mailing instructions

JKJCC USE ONLY		JKJCC PAID STAMP	Special Conditions, Materials, and 24-Hour Service
Received By _____			_____
Credit Card Authorization # _____			_____
Check # _____			_____
Invoice # _____			_____
Labor # _____			_____
Tracking # _____			_____
Customer # _____			_____
On-site Customer Signature _____			_____
			See reverse side for instructions and conditions.

TELECOMMUNICATIONS SERVICES

SERVICE ORDER INFORMATION

1. Conditions for processing service order forms are:
 - a. **Prices subject to change without notice.** PAYMENT AND CREDIT CARD INFORMATION FOR SERVICE MUST ACCOMPANY SERVICE REQUEST.
Date payment is received shall determine the applicable rate.
 - b. Booth Number(s) must be identified on face of form.
 - c. If third party billing is required, service contract must include company name c/o display house. Display house address and contact name must be indicated on service contract. Payment policy will apply.
 - d. Customer should pick up telephone and dialing instructions at the Service Desk.
 - e. A time and material charge may be applied to line relocations if not indicated or different from locations shown.
2. Credit will not be given for service installed and not used. Services cancelled prior to installation will be subject to cancellation fee.
3. Claims will not be considered unless filed by exhibitor prior to close of exposition at the JKJCC Service Desk. Non-receipt of service must be reported to the JKJCC Service Desk prior to close of the day for verification and consideration.
4. Unpaid balances are subject to past due penalties.
5. Returned checks will be subject to a \$25.00 fee plus forfeiture of the discount rate for all services ordered.
6. Customer's Duties: Customer will be responsible for returning all telephone sets or other Equipment and related materials to the Telecommunications Service Desk no later than one hour after the official close of the show. Customer shall be liable for any loss or damage to the Equipment arising from Customer's negligence, intentional act, unauthorized maintenance, or other cause within the reasonable control of Customer, its representatives, employees, agents, or invitees. In the event of any loss or damage to the equipment for which Customer is liable, Customer shall reimburse JKJCC for the reasonable cost of repair or replacement.
7. All Calling Charges: Customer is responsible for all calling charges made on the hardwire line or lines they order. This is to include local calls, 800/888 calls, long distance calls, directory assistance calls and international calls.
8. Long Distance: Long distance interexchange service will be provided by JKJCC. All arrangements for long distance interexchange service shall be made directly between customer and JKJCC. Billing for such services may be processed by JKJCC. Billing or Other questions related to long distance services should be directed initially to JKJCC at the number shown on the front of this agreement. Usage rates will be billed in addition to standard line rates.

IMPORTANT RULES AND REGULATIONS

Limitation of Liability:

- (a) JKJCC's obligations under this Agreement are subject to, and JKJCC shall not be liable for delays, failure to perform, or damage or destruction or malfunction of the Equipment and Service, or any consequences of the above, caused, occasioned or due to fire, flood, water, the elements, labor disputes or shortages, utility curtailments, power failure, explosions, civil disturbances, government regulatory requirements, acts of God or public enemy, war, military or government requisition, shortages of equipment or supplies, unavailability of transportation, acts or omissions of anyone other than JKJCC, its representatives, agents or employees, or any other cause beyond JKJCC's reasonable control.
- (b) In all situations involving performance or non-performance of Equipment or related programs or Services furnished under this Agreement, the Customer's sole and exclusive remedy and JKJCC's sole and exclusive liability will be (i) the adjustment or repair of the Equipment or replacement of its parts by JKJCC or, at JKJCC's option, replacement of the Equipment or correction of the programming errors, or

(ii) if, after reasonable and repeated efforts, JKJCC is unable to install the Equipment or replacement Equipment in good working order, or to restore the same to good working order, or to make programming operate, the Customer shall be entitled to terminate this Agreement and receive a refund equal to the total amount therefore paid by Customer.

- (c) IN NO EVENT SHALL JKJCC BE LIABLE TO THE CUSTOMER OR TO ANY OTHER PARTY FOR SPECIAL, COLLATERAL, EXEMPLARY, INDIRECT, INCIDENTAL, OR CONSEQUENTIAL DAMAGES. SUCH EXCLUDED DAMAGES INCLUDE, BUT ARE NOT LIMITED TO, LOSS OF PROFITS, LOSS OF USE OR INTERRUPTION OF BUSINESS, OR OTHER CONSEQUENTIAL OR INDIRECT ECONOMIC LOSS.
- (d) With some exceptions, no one other than a JKJCC electrician can make any connections or install/ remove telecommunication equipment. Please consult Show Management or JKJCC personnel for additional information.
- (e) Unless otherwise noted, all material and equipment furnished by JKJCC for service shall remain the property of JKJCC and shall be removed only by the JKJCC at the show closing.
- (f) Unless otherwise directed, JKJCC installers are authorized to cut floor coverings to permit installation of service.
- (g) JKJCC is not responsible for voltage fluctuation or power failure because of temporary conditions.

Indemnification: Customer hereby assumes liability for and agrees to indemnify, protect, and hold wholly harmless JKJCC and its agents, employees, officers, directors, and any and all successors and assigns, from and against any and all liabilities, obligations, losses, damages, injuries, claims, demands, penalties, actions, costs, and expenses, including reasonable attorney's fees in contract, in tort or otherwise, which result from or arise out of negligence or wrongful use of the Equipment or the Services by the Customer or its representatives, agents, employees, or invitees.

Assignment: JKJCC shall have the right to assign its interest under this Agreement to any other party subsequently providing Equipment and Services to the Building.

Entire Agreement: This Agreement and any attached supplement(s) constitute the entire agreement between the parties hereto and supersedes all prior oral or written discussions or agreements. This Agreement may be amended only by a written agreement executed by both parties.

Governing Law: This Agreement shall be construed under the laws of the State of New York.

TIPPING IS NOT PERMITTED. ANY REQUESTS FROM PERSONNEL FOR GRATUITIES SHOULD BE IMMEDIATELY REPORTED TO JKJCC MANAGEMENT.

**MAKE CHECKS PAYABLE TO
JACOB K. JAVITS CONVENTION CENTER**
Please retain a copy for your records.

Return with payment to:
Jacob K. Javits Convention Center
655 West 34th Street
New York, NY 10001-1188

Phone 212.216.2090
Fax 212.216.4169 **(Credit Card Payment Only)**
www.javitscenter.com