

# 225<sup>th</sup> Annual Convention of the Diocese of New Jersey

At

**Wildwoods Convention Center**  
**4501 Boardwalk \* Wildwood, NJ 08260**  
**(609) 729-9000 \* (609) 846-2677 Fax**

## 2009 Phone, Internet & Cable Service Order Form

Name of Exhibition or Show: \_\_\_\_\_ Booth #: \_\_\_\_\_  
Firm/Booth Name: \_\_\_\_\_ Show Dates: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone #: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Fax #: \_\_\_\_\_  
Ordered by: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Print or Type)

\*PAYMENT: Cash \_\_\_\_\_ Check No: \_\_\_\_\_ Visa \_\_\_\_\_ MasterCard \_\_\_\_\_ AMEX \_\_\_\_\_ Discover \_\_\_\_\_  
CARD #: \_\_\_\_\_ EXP DATE: \_\_\_\_\_ SEC CODE: \_\_\_\_\_  
CARDHOLDER NAME: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

\*Signature of requesting party on order form indicates acceptance of terms and conditions on reverse side.

Checks are to be made payable to: **Diocese of New Jersey; Please send completed form with check to:**  
**Mary Ann Rhoads, Diocese of New Jersey, 808 West State St., Trenton, NJ 08618**  
**609 394-5281 Fax 609 394-8015**

PAYMENT NOTICE: Preorder rates apply only to orders paid in full and received ten (10) days prior to the first scheduled move in day.

ON-SITE RATES must be paid at the time of move-in for all other orders. NO EXCEPTIONS.

ALL ORDERS MUST BE PAID IN FULL BEFORE SERVICES ARE RENDERED.

ALL ORDERS MUST BE MAILED, FAXED OR PLACED ON SITE. NO TELEPHONE ORDERS WILL BE ACCEPTED.

## PHONE, INTERNET & CABLE SERVICES

TELEPHONE SERVICE AVAILABLE*	Advance Fee**	Floor Order Fee***	Qty.	Total
1. Local or 800 access (9 out)	\$ 75.00	\$150.00		
2. All access, Fax or Modem (9 out)	\$165.00	\$330.00		
3. Internet Access: 10/100 Base T Local Area Network	\$75.00	\$150.00		
4. Cable Access	\$75.00	\$150.00		
<b>Grand Total</b>				
*Includes up to 3 days of usage. Additional days at \$45.00 per day. INTERNATIONAL CALLS EXTRA ** Two or more weeks before event *** Within 10 business days of the event.				

All services that have not been properly ordered for their equipment requirements will incur additional charges at the floor rate to accommodate their equipment. All orders must be paid in full prior to the opening of the first day of the show.

See Reverse For Conditions & Regulations. Rates Effective Until 12/31/09 Grand Total Due \_\_\_\_\_

**PAYMENT NOTICE:**

PRE-ORDER RATES apply only to orders received and paid in full ten (10) days prior to the first move-in day of show.

ON-SITE RATES must be paid at move-in for all other orders. NO EXCEPTIONS.

ALL ORDERS MUST BE PAID IN FULL PRIOR TO THE OPENING OF THE FIRST DAY OF THE SHOW.

WE ACCEPT CASH, CHECKS, MONEY ORDERS, VISA, MASTERCARD, AMEX & DISCOVER CARDS.

**All terms, conditions and rates on this form are subject to change at anytime without notice.**

**CONDITIONS FOR PROCESSING SERVICES ORDER FORMS:**

1. Payment in full must accompany service form to be considered.
2. All order form information must be completed in full for order to be processed. Incomplete forms could result in processing delay that may result in floor rate or slow service installation.
3. No service will be installed until full payment is received.
4. Cancellations:  
Refunds will be computed as follows:
  - A written request for refund must be received a minimum of ten (10) days prior to first move-in day of show.
  - Refunds will be forwarded by mail or credited after being processed by proper departments.
  - NO REFUNDS AFTER INSTALLATION
5. All returned checks will incur a \$30 Returned Check Fee.

ANY DISCREPANCIES OR DEVIATIONS FROM THE ORIGINAL ORDER MUST BE BROUGHT TO THE ATTENTION OF THE WILDWOODS CONVENTION CENTER EVENT MANAGER PRIOR TO THE OPENING OF THE FIRST DAY OF THE SHOW! ALL CHANGES TO THE ORIGINAL ORDER MAY DELAY THE INSTALLATION OF SAID ORDER.

**SERVICE CONDITIONS**

1. Rates quoted cover delivery of service to the back of the booth and do not include connecting your equipment.
2. Tagging of equipment for proper voltage, phase, connection, etc. is exhibitor's responsibility.
3. Exhibitors using electronic equipment should supply surge protectors for their equipment (there is no surge protection on electrical drops.)
4. The Wildwoods Convention Center is not responsible for voltage or frequency variances.
5. Any changes in location after initial installation will reflect a new order change.
6. All equipment, regardless of source of power, must comply with all Federal, state and local building and safety codes.
7. All service connections and overload protection to such equipment must be made by the Wildwoods Convention Center Engineering staff only.
8. All appropriate exhibitor's extension cords must be of the three-wire grounded type; residential type extension cords and power strips cords are prohibited by local building and safety codes.
9. All exposed non-current carrying metal parts of fixed equipment that are liable to be energized must be grounded.

THE PARTIES AGREE THAT THE IMPLIED WARRANTIES OF MERCHANTABILITY AND THE FITNESS FOR A PARTICULAR PURPOSE AND ALL OTHER WARRANTIES, EXPRESSED OR IMPLIED, ARE EXCLUDED FROM THIS AGREEMENT. SMG AND THE WILDWOODS CONVENTION CENTER DO NOT ASSUME ANY LIABILITY FOR DAMAGES OF ANY TYPE WHATSOEVER OR LOSS OF ANTICIPATORY PROFITS RESULTING FROM THE USE OF EQUIPMENT OR SERVICES OR DELIVERY OR INSTALLATION, OR DAMAGER OF ANY SORT WHATSOEVER TO USER'S GOODS OR EQUIPMENT ARISING FROM ANY CAUSE WHATSOEVER.