

**INTERNET AND TELEPHONE SERVICE REQUEST**

Event Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Exhibitor or Company Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Booth Number \_\_\_\_\_\_\_\_\_

Contact Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ On Site Contact Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Billing Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Company Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**IN ORDER TO SECURE ADVANCE PRICE, PAYMENT MUST ACCOMPANY ORDER NO LATER THAN TEN (10) DAYS PRIOR TO FIRST EXHIBITOR MOVE-IN DATE.**

**PAYMENT MUST BE MADE BEFORE RECEIPT OF SERVICE.**

# ALL OTHER REQUESTS WILL BE CHARGED THE LATE CHARGE, IF INSTALLATION CAN BE ACCOMMODATED

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| **INTERNET SERVICES** | **ADVANCE** |  | **WITHIN 10 DAYS** | **TOTAL** |
| **Wireless** | $50.00 |  | $75.00 | \_\_\_\_\_\_\_ |
| **PHONE LINE SERVICES** | **ADVANCE** |  | **WITHIN 10 DAYS** | **TOTAL** |
| **Basic Installation** | $100.00 |  | $150.00 | \_\_\_\_\_\_\_ |

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| **MAIL OR FAX COMPLETED FORM WITH PAYMENT TO:**  Richmond Raceway Complex  Attention: Laura Ivey  600 East Laburnum Ave  Richmond, VA 23222  Phone: 804-228-7512 Fax: 804-228-7526 Email: livey@richmondraceway.com  \*If you wish to pay by credit card, you must complete the Credit Card Payment Authorization Form. |

Updated 11/2017– Prices are subject to change

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## Richmond Raceway / 600 E Laburnum Ave., Richmond, VA 23222 / 804.228.7512 / FAX: 804.228.7526 / Email—livey@richmondraceway.com