

**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