

City of Santa Monica Civic Auditorium
TELECOMMUNICATIONS ORDER FORM
 Please Type or Print

To receive telephone service for your show at the Santa Monica Civic Auditorium (SMCA) you must place your order with SMCA, (14) days in advance. The City will be responsible for ordering telephone service and coordinating the installation. **Payment for service must be paid in advance. Vendors not authorized by the City will not be allowed on the premises to perform work.**

EVENT NAME: <input style="width: 95%;" type="text"/>	Booth #: <input style="width: 95%;" type="text"/>
Name of Show: <input style="width: 95%;" type="text"/>	
Show Dates: <input style="width: 95%;" type="text"/>	
Exhibitor: <input style="width: 95%;" type="text"/>	
Address: <input style="width: 95%;" type="text"/>	
City: <input style="width: 95%;" type="text"/>	State: <input style="width: 95%;" type="text"/>
Telephone: <input style="width: 95%;" type="text"/>	Zip: <input style="width: 95%;" type="text"/>
Who will the in-booth contact be for the event?	
Company Rep: <input style="width: 95%;" type="text"/>	Tel: <input style="width: 95%;" type="text"/>
Email: <input style="width: 95%;" type="text"/>	

BASIC TELEPHONE SERVICE:
 Includes dial tone, programming of line and rental of one single line touch-tone phone terminated on standard RJ-11 jack. **Please be aware that you must dial "9" plus the phone number for all calls.** The single line touch-tone phone and connector cord becomes the responsibility of the exhibitor and must be returned to the Civic Auditorium floor supervisor at the conclusion of the show.

DISCOUNT RATE:
 (14 days prior to first day of event) Number of lines x \$200.00 each line TOTAL:

STANDARD RATE:
 (7 days prior) Number of lines x \$250.00 each line TOTAL:

****Cannot guarantee phone installation request less than (7) days prior to event.**

PAYMENT:
 Payment must be received prior to show. Please mail checks a minimum of (15) days prior to show. Mail payment to City of Santa Monica:
 City of Santa Monica Civic Auditorium
 1855 Main Street
 Santa Monica, CA 90401
 Attn: Event Coordinator

Make check payment to the City of Santa Monica. If you have any questions on services please contact the Event Coordinator at (310) 458-8551. To order services please fax this completed document to (310) 394-3411 to the attention of the Event Coordinator.

