



## 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**

<u>PHONE LINE SERVICES</u>	<u>ADVANCE</u>	<u>WITHIN 10 DAYS</u>	<u>TOTAL</u>
Basic Installation	\$100.00	\$150.00	_____

\*This service is very limited throughout the buildings. Please call or email Laura Ivey for confirmation that a phone line can be placed in your booth.

### 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](mailto: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