



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**

<u>INTERNET SERVICES</u>	<u>ADVANCE</u>	<u>WITHIN 10 DAYS</u>	<u>TOTAL</u>
Wireless	\$50.00	\$75.00	_____
<u>PHONE LINE SERVICES</u>	<u>ADVANCE</u>	<u>WITHIN 10 DAYS</u>	<u>TOTAL</u>
Basic Installation	\$100.00	\$150.00	_____

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