



Telecommunications Service Order Form

Company Name: Today's Date:

Company Contact: Phone Number:

Email Address: Fax Number:

Convention Event You Are Attending:

Your Installation Requirements – Please Attach Diagram / Booth Layout

Quantity	Installation Date	Time	Removal Date	Time	Location i.e. Grande, Royale, Capri	Booth #	Equipment / Services

Telephone Service Charges

Types of Service	Transmission Speed	Installation Charge Per Line	Usage Charges	
			Daily Flat Rate	Volume Rate
Single Line DID Analog Telephone Installed	33.6 K	\$175.00		Based on Usage
Fax / Modem DID Line Installed	33.6 K	\$175.00		Based on Usage
Single Line DID Speaker Phone Installed	33.6 K	\$200.00		Based on Usage
Multi-Line DID Speaker Phone Installed	33.6 K	\$250.00		Based on Usage
Voice Mail Capabilities		\$25.00		
ISDN Line *See Below	128 K	\$200.00	\$100.00	
T-1 Span Extended to Location **See Below	1.5 Mbps	\$350.00	\$300.00	
High Speed Internet	Up to 1 Mbps	\$250.00	\$125.00	
IP Address		\$50.00		
Ethernet (Category 5 Cabling to Support Ethernet)	Variable Based on Customer Provided Equipment	\$200.00		
Technician Overtime Rate ***See Below		\$120.00 / Hr.		

- **Computer communications programs and Credit Card readers must be programmed to dial 8.**
- * **Must have your own ST Interface Equipment and Service Provider.**
- ** **T-1 Service Must Be Ordered From Sprint At 702-244-1092 At Least 30 Days Prior To Show's Opening Date.**
- *** **Our Normal Business Hours Are Monday Through Friday, 7 A.M. To 4 P.M. (Pacific Time), Excluding Holidays. Any Exceptions Will Be Billed At The Current Overtime Rate. There Will Be An Additional Charge Of \$45.00 For Each Move Or Change To Orders Requested After Installation Is Complete.**

Additional Charges If Equipment Is Damaged, Not Returned, Or Lost:

Single Line \$125.00 Multi-Line \$395.00 Speaker Phone \$225.00

- Local, 800#, and 800 Type Calls are charged \$1.00 for the first 3 minutes and \$0.07 for each additional minute. (3 minute rounding)
- Operator-Assisted Calls Access Service Charge Per Call: \$1.25
- There Are Additional Surcharges For All Direct Dial Long Distance Calls.

Credit Information Next Page Must Be Completed



Telecommunications Service Order Form

Credit Information Must Be Completed

Bill Installation And/Or Additional Charges To:

Name on Credit Card: Exp. Date:

Credit Card Type: Number:

Address:

City: State: Zip Code:



Please Print Name

Signature of Authorized Signer

Master Account # _____ City Ledger # _____ **Must Include Authorized Signature Above**

The Riviera shall not be liable for and is hereby released from any special, indirect, incidental, or consequential damages, including without limitation lost profits, damage to business reputation, lost opportunity or commercial loss of any kind, to the customer that results directly or indirectly from the use of or the inability to use any of the services or equipment that is contemplated herein.

<i>Riviera Hotel Use Only</i>		
Order Faxed to Convention Services: _____	PBX: _____	Hotel Credit: _____
Hotel Credit Approved: _____ Date _____	PBX Approved: _____	Date _____
Date Confirmation Faxed to Client _____		

Instructions and Conditions

Please Mail Your Completed Form To: Cyndy Tieg, Telecommunications Manager
Riviera Hotel PBX Department
2901 Las Vegas Blvd. South
Las Vegas, NV 89109-1933

Or You May Fax Your Completed Form To: 702-794-9411 or Email To: pbx@theriviera.com

Have a Question? Please call 702-794-9308, 702-697-4190 or 702-794-9220

Please Note: * T-1 Service must be ordered from Sprint at 702-244-1092 at least 30 days prior to show's opening date.

Your Telecommunications Service Order Form should be received by the Riviera 15 days prior to the show's opening date. Installation will be completed by the start of the convention. If the request is received later, service cannot be guaranteed prior to the start of the convention and a \$50.00 per line late charge will be assessed on orders received less than 15 days prior to the show date.



Telecommunications Service Order Form

1. Please provide all information requested for speedy processing of your order.
2. Conditions for processing service order forms:
 - a. Payment for service must accompany service order, otherwise service order is returned to exhibitor.
 - b. Payments made by check must be received 30 days in advance of start of convention.
 - c. Incomplete telecommunication order forms may delay processing.
3. Long distance and local calls:
 - a. Please Note: Exhibitor-provided credit card verification, modem or other equipment should be pre-programmed for dial "8" access.
 - b. Credit Information must be supplied with service order to assure lines will be open for outside dialing.
 - c. You are responsible for all long distance and directory assistance charges against your telephone numbers.
4. All charges are subject to change without prior notice. Orders are not accepted by Riviera Hotel and Casino until written confirmation has been sent to Client.

Types of Service / Programming / Availability

Type of Service	Transmission Speed	Description	Availability at Riviera
Cable Modem	128 K Up / 512 K Down	A modem designed for use on a TV coaxial cable circuit.	Not Available
DID – Direct Inward Dialing	33.6 K	This line can be dialed directly from outside the hotel without going through the attendant.	Available
DSL – Digital Subscriber Line	128 K Up / 512 K Down	A digital line operated at Basic Rate Interface which can carry both voice and data signals at the same time, in both directions.	Not Available
Fax/Modem Single Line Jack	33.6 K	A single line connection used for a fax or modem requiring a specific class of service which blocks 2 nd call interference or interruption. Call waiting is not allowed on this type of line.	Available
ISDN - Integrated Services Digital Network	128 K	BRI which is 128,000 bits per second and designed for the desktop, videoconferencing, and ultrafaster data communications.	Available
T-1 Span	1.5 Mbps	A digital transmission link with a capacity of (1,544,000 bits per second). T-1 uses two pairs of normal twisted wires, the same as you'd find in your house. T-1 normally can handle 24 voice conversations, each one digitized at 64 Kbps.	Available
High Speed Internet Connection	Up to 1 Mbps	High-speed Internet access to hotel guests by connecting any Ethernet-equipped desktop computer or Internet access device at up to 1 Meg per second.	Available
Ethernet	Variable Based on Customer-Provided Equipment	A local area network for connecting computers, printers, workstations, terminals, servers, etc....within the same building.	Available