RICHMOND RACEWAY COMPLEX
600 EAST LABURNUM AVENUE
RICHMOND, VA 23222

RICHMOND RACEWAY COMPLEX
INTERNET AND TELEPHONE SERVICE REQUEST

FEES	SERVICE
$175.00	Wireless Internet – One username and password *only available in Expo Hall and Torque
$225.00	Late Internet Request Charge
$125.00	Basic phone installation (per line)
$175.00	Late Phone Request Charge (if service is available at the late date)
$ 20.00	Wire Charge (applicable only if more than 60' of wire is run to booth)
$ .25	Local calls and Toll Free numbers, Credit Card calls & 411 Directory Assistance

IN ORDER TO SECURE ADVANCE PRICE, CREDIT CARD PAYMENT MUST ACCOMPANY ORDER **NO LATER THAN TEN (10) DAYS PRIOR TO FIRST EXHIBITOR MOVE–IN DATE!!!** ALL OTHER REQUESTS WILL BE CHARGED THE LATE CHARGE, IF INSTALLATION CAN BE ACCOMMODATED. TO ORDER, PLEASE COMPLETE THE FOLLOWING AND SUBMIT CREDIT CARD INFORMATION, **CREDIT CARDS ARE THE ONLY METHOD OF PAYMENT**

Show Name_____ Contact Name_____
Total Lines Needed_____**Building**_____**Booth #**_____
Install Date/Time_____ Cut-off Date/time_____ _____
Circle Type of Service Needed: Internet Intercom only Local Calls Local + Long Distance
Telephone(s) Needed? YES NO **Note: Lost or stolen telephone will be billed at $100.00 ea.**
Billing Address_____Company Phone_____
Company Name_____Signature_____

Credit Card is required to place your order. RIR accepts VISA, MasterCard, American Express, and Discover.

You must complete a Credit Card Authorization Form and fax or mail it to the following:

Richmond International Raceway
Attention: Suzanne Longest
P. O. Box 9257
Richmond, VA 23227

Or fax to: 804-228-3181
Or email to: slongest@rir.com

Would you like confirmation of receipt of this order? Yes ____ No _____

R i c h m o n d I n t e r n a t i o n a l R a c e w a y U s e O n l y

Username _____ **Password** _____
Ext. #_____ Equip. #_____ Telephone #_____
Ext. #_____ Equip. #_____ Telephone #_____

Charges

Install ( ) Lines $_____ *$125.00 per line* Date to Greg Leech_____
Per call charges $_____ *$0.25 per call*
Other $_____ Date to Accounting _____
Less Deposits $_____
Subtotal $_____
Tax $_____
Amount Due $_____

Updated 9/18/09 – Prices are subject to change