



ETHERNET 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>ETHERNET SERVICE</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: events@richmondraceway.com

*If you wish to pay by credit card, you must complete the Credit Card Payment Authorization Form.

Updated 9/2020– Prices are subject to change