



**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>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: [lively@richmondraceway.com](mailto:lively@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