

**APPLICATION FOR THE SANDLER CENTER  
PHONE/INTERNET/ELECTRICAL SERVICE**

Basic phone service can be provided for an additional charge. Please fill out this form to receive phone service; which includes an outlet for the service requested set up near your booth.

NAME OF EVENT: \_\_\_\_\_ DATE OF EVENT \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_ BOOTH # \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_ PHONE # \_\_\_\_\_

BILLING ADDRESS: \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

<b><u>Service Requested</u></b>	<b><u>Quantity</u></b>		<b><u>Cost</u></b>	<b><u>Total</u></b>
A. Standard Phone Service	_____	X	\$ 75.00 =	\$ _____
B. Wireless Internet	_____	X	\$100.00 =	\$ _____
C. 110 v 20 amp (standard)	_____	X	\$ 50.00 =	\$ _____
<b>SERVICE CHARGE:</b>				
(For not receiving payment 7 days prior to show)		X	\$ 15.00 =	\$ _____
			<b>GRAND TOTAL</b>	<b>\$ _____</b>

**RESTRICTIONS:**

1. Displays will NOT be allowed to open until all Theatre charges have been paid.
2. The Sandler Center personnel will install, maintain, and remove all phone service.
3. Phone Service to booths will be turned on one hour before opening of show and turned off at closing with the exception of 24 hour service.
4. The Sandler Center is not responsible for damages due to power failure due to fluctuations or other equipment failure beyond ordinary control.
5. Exhibitors must supply their own cords.
6. Exhibitors that do NOT comply with the above, will NOT be permitted to open.

**PAYMENT INFORMATION:**

\* If paying by Check, please include the following information:

CHECK # \_\_\_\_\_ AMOUNT \$ \_\_\_\_\_ DATE \_\_\_\_\_

\* If paying by Credit Card, PLEASE circle one of the following accepted Credit Cards:

Visa                      MasterCard                      Discover                      American Express  
 CC# \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_                      EXP. \_\_\_\_\_

PRINTED NAME THAT APPEARS ON CREDIT CARD \_\_\_\_\_

SIGNATURE (to authorize charges) \_\_\_\_\_

*You may fax the form to 757.473.2117 (ATTN: Tabitha Wade)*

**SEND FORM WITH CHECK OR MONEY ORDER MADE PAYABLE TO: Global Spectrum.  
MAILING ADDRESS: 201 Market Street, Virginia Beach VA 23462; ATTN: Tabitha Wade  
For questions and/or further information, please contact Tabitha Wade at (757) 385-2536.**