



## 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>INTERNET SERVICES</u>	<u>ADVANCE</u>	<u>WITHIN 10 DAYS</u>	<u>TOTAL</u>
Wireless	\$50.00	\$75.00	_____
<u>PHONE LINE SERVICES</u>	<u>ADVANCE</u>	<u>WITHIN 10 DAYS</u>	<u>TOTAL</u>
Basic Installation	\$100.00	\$150.00	_____

### MAIL OR FAX COMPLETED FORM WITH PAYMENT TO:

Richmond Raceway Complex  
Attention: Brittney Antozzi  
600 East Laburnum Ave  
Richmond, VA 23222  
Phone: 804-228-7512 Fax: 804-228-7526  
Email: [bantozzi@rir.com](mailto:bantozzi@rir.com)

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

Updated 2/2016 – Prices are subject to change