

## Phone Services Order Form

HICC offers exhibitors a variety of phone services. These lines are provided via the centres' PABX system. Upon receipt of your request, a service order confirmation will be faxed to you, detailing the charges for the requested services. Advance applications will be given priority by HICC technicians for connecting the phone lines. If the phone service required (Local, STD, IDD) is not selected on the form below, the phone will be connected automatically to STD service.

Please attach all Service Order forms and return along with this form no less than 14 DAYS PRIOR to the move-in of the event to: _____	
Event Manager : _____	Hyderabad
International Convention Centre	
Phone: _____	Mob: _____ Email: _____

Name of the Event: \_\_\_\_\_ Date: \_\_\_\_\_ To : \_\_\_\_\_

Stand Name: \_\_\_\_\_ Stand Number \_\_\_\_\_

### Equipment - Summary of costs

Line required	Service required	No.of lines	Rate per line/min	Amount INR
			INR	
<input type="checkbox"/> Fax	<input type="checkbox"/> Local		X 8.00	
	<input type="checkbox"/> STD		X 15.00	
	<input type="checkbox"/> ISD		X 25.00	
			Call deposit	
			<b>Total</b>	
Fax machine Hire - per event ( an analogue phone line must be ordered with the fax machine )				
<input type="checkbox"/> Fax Machine		No. of machines	Rate per machine per day	
			X 2000	
			Deposit INR 2000	
			<b>Total</b>	
Phone handset and line ( digital lines must be used - cannot be used with analogue line )				
<input type="checkbox"/> Phone		No. of phones	Rate per phone per day	
			X 1500	
			Deposit INR 1500	
			<b>Total</b>	
<input type="checkbox"/> Phone	<input type="checkbox"/> Line		X 1500	
	<input type="checkbox"/> Local		X 8.00	
	<input type="checkbox"/> STD		X 15.00	
	<input type="checkbox"/> ISD		X 25.00	
			Call deposit	
			<b>Total</b>	
			<b>Grand Total</b>	

Amounts quoted in this correspondence are exclusive of taxes & service charges  
 Service charge 5% and Service Tax 12.36%. Taxes are subject to change

### Terms and conditions of use:

All rental charges must be prepaid to EXHIBITOR SERVICES by credit card, cash, EFT or company cheque (made payable to CCCPL ) at least (3) business days prior to the move in of the event. Any order that is not received prior to the first move in day will incur a 10% late fee. Any unused call charges will be reimbursed to the client once the event is finished. All amounts quoted on this document are exclusive of govt. applicable taxes.

All phone lines are automatically metered for date, time, destination, duration and cost. Detailed reports on phone usage are available on request and the information on these reports remains confidential. Call charges will be charged extra as per usage according to the rates mentioned above.

All handsets and / or fax machines must be returned to CLIENT SERVICES within two (2) hours after the close of the final event day, or by prior arrangement. Handsets not returned or damaged will be charged at INR 2000.00. Fax machines not returned or damaged will be charged at INR 7000.00

**Please note: This form will not be processed unless the above information is completed and supplied along with your Exhibitor Account Form**

**Please print this form and keep a copy for your records**