RICHMOND RACEWAY COMPLEX
TELEPHONE SERVICE REQUEST

FEES	SERVICE
$125.00	Basic installation (per line)
$175.00	Late Request Charge (if service is available at the late date)
$ 20.00	Wire Charge (applicable only if more than 60' of wire is run to booth)
$ .25	Local calls and Toll Free numbers, Credit Card calls & 411 Directory Assistance

IN ORDER TO SECURE ADVANCE PRICE, CREDIT CARD PAYMENT MUST ACCOMPANY ORDER

NO LATER THAN TEN (10) DAYS PRIOR TO FIRST EXHIBITOR MOVE–IN DATE!!!

ALL OTHER REQUESTS WILL BE CHARGED THE LATE CHARGE, IF INSTALLATION CAN BE ACCOMMODATED.
TO ORDER, PLEASE COMPLETE THE FOLLOWING AND SUBMIT CREDIT CARD INFORMATION,
CREDIT CARDS ARE THE ONLY METHOD OF PAYMENT

Show Name_____ Contact Name_____

Total Lines Needed_____**Building**_____**Booth #**_____

Install Date/Time_____ Cut-off Date/time_____

Circle Type of Service Needed: Intercom only Local Calls Local + Long Distance

Telephone(s) Needed? YES NO **Note: Lost or stolen telephone will be billed at $100.00 ea.**

Billing Address_____Company Phone_____

Company Name_____Signature_____

Credit Card is required to place your order. RIR accepts VISA, MasterCard, and Discover.

Credit Card #_____Expiration Date_____

Name on Card_____

We must have ten (10) working days in order to process your telephone request.
If using phone for credit card authorization or computer modems, you must program them to dial "9" first.
NOTE: CELL PHONES MAY NOT OPERATE PROPERLY IN SOME OF OUR BUILDINGS

Mail completed form with credit card payment to:
Richmond International Raceway
Attention: Greg Leech
P. O. Box 9257
Richmond, VA 23227

Or fax to: 804-228-7526
Or email to: gleech@rir.com

R i c h m o n d I n t e r n a t i o n a l R a c e w a y U s e O n l y

Ext. #_____ Equip. #_____ Telephone #_____

Ext. #_____ Equip. #_____ Telephone #_____

Charges

Install ( ) Lines $_____ *$125.00 per line*
Per call charges $_____ *$0.25 per call*
Other $_____
Less Deposits $_____
Subtotal $_____
Tax $_____

Amount Due $_____

Date to Greg Leech_____

Date to Accounting _____