



EXHIBITOR PACKET: OCTOBER 26-29, 2017

BEAD FEST

Tacoma

Welcome!

Our team of experts are excited and ready to provide you with a premium experience at the Greater Tacoma Convention Center.

This packet contains information about the products and services we offer along with pricing to coordinate your booth.



GREATER TACOMA
CONVENTION CENTER

2017 F&W MEDIA BEAD FEST TRADE SHOW

October 26-29, 2017
Greater Tacoma Convention Center
Tacoma, Washington

Dear Valued Exhibitor:

The Greater Tacoma Convention Center is proud to serve as your general services contractor for the F&W Media Bead Fest Trade Show.

We are here to provide you with professional exhibit-related services to assist you in maximizing your participation in this event. We are also the exclusive provider of services for drayage, decoration and labor. Please refer to the forms within this packet for deadlines and submittal information.

If you have any questions, or require additional information, please don't hesitate to us at 253.830.6601, or via my direct line at 253.830.6616. We look forward to working with you to produce a successful show!

Best regards,



Rebecca Weeden
Event Manager

rweeden@tacomavenues.org

2017 F&W MEDIA BEAD FEST TRADE SHOW

October 26 - 29, 2017 - Greater Tacoma Convention Center

Deadlines

Shipping: Monday, October 23, 2017

Exhibitor Move-In: Thursday, October 26, 2017 9:00 am - 7:00 pm

Show Dates & Times: Friday, October 27, 2017 10:00 am - 6:00 pm
Saturday, October 28, 2017 10:00 am - 6:00 pm
Sunday, October 29, 2017 10:00 am - 5:00 pm

Exhibitor Move-Out: Sunday, October 29, 2017 5:00 pm - 10:00 pm

- All exhibitor materials must be removed from the facility by 10:00 pm on Sunday, October 29, 2017
- Please note - UPS, Fed Ex and DHL do not pick up unless you call to schedule a pick-up
(UPS: 1-800-742-5877, FedEx: 1-800-463-3339, DHL: 1-800-225-5345)

Furnishings included in your booth:

10' x 10" booth	Two side chairs
Black 8' high back-drape	One wastebasket
Black 3' high side-drape	A one-line exhibitor D sign
One 8' table draped in black	

Exhibit Hall Flooring: The exhibit area will not be carpeted

Payment Policy: Credit card payment is required with all orders
Fax completed orders to our secure fax line: 253.830.6605

Contacts: Questions regarding freight or show services may be directed to the Exhibitor Services Department at 253-830-6601 or via an email to: gtctctech@tacomavenues.org

Restrictions: No vehicles may be driven in building
No RV parking on-site
Parking is permitted in F Lot to unload only, once unloaded you must move your vehicle to a paid lot or street parking while you setup.
Load out, vehicles should not be moved into F Lot until your booth is packed & ready to load into your vehicle
Parking is not permitted in F lot during event show days

EXHIBITOR GUIDELINES

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SERVICE & EVENT CONTACTS

- **Administration Office (main line)** 253.830.6601
Fax: 253.573.2363 Email: contact@tacomavenues.org
- **Audio/Visual: Shawn Norman, AV Director, PSAV** 253.830.6692
Email: snorman@tacomavenues.org
- **Fire Regulations: Tacoma Fire Prevention Bureau** 253.591.5740
- **Parking: Eric McMillan, Republic Parking** 253.307.0071
Email: emcmillan@rpnw.com
- **Shipping & Receiving, Advance: Convention Center main line** 253.830.6601
You may also contact your Event Coordinator or Sales Manager for information
- **Tacoma-Pierce County Health Department (Temporary Food Permit)** 253.798.6460
- **Ticketmaster: Michael Moravick**..... 253.593.7655
Email: michael.moravick@ticketmaster.com
- **Building Security** 253.830.6600
- **Rigging: Shawn Norman, PSAV** 253.830.6692
Email: snorman@tacomavenues.org

Detailed information and appropriate forms can be obtained from your Event Coordinator for the following products and services:

- **Electrical, Air, Water & Drain**
- **Equipment Rental & Labor**
- **Internet/Data & Telecommunications**

EXHIBITOR GUIDELINES

Exhibitors Hiring Labor

Exhibitors who hire other than the official show decorator for booth installation and dismantling, must notify the Event Organizer with the names of their Installation & Decorating staff in writing not less than thirty (30) days in advance of the event. Access of I&D staff must be coordinated through the official show decorator. There is no on-site storage.

Tape

The use of single-sided or double-stick foam tape, single-sided or double-stick cellophane tape, or masking tape is prohibited on any surface. Failure to comply will result in cleaning or replacement fees including labor. Contact the event coordinator to purchase or locate allowable tape or alternatives.

Please Be Timely

Goods/materials may not be delivered in advance of the event, or left after the event's official move-out time.

Exhibitor Utilities

Utilities must be ordered thirty (30) days prior to the event, e.g. air, water, drain, electrical, telephone, etc. Service order forms are available through your Event Coordinator. All multiple booth areas should include a layout with utility locations clearly marked with each order. This will help everyone set the area correctly.

Exhibitor Fire Safety

All fire, safety and Convention Center regulations must be strictly followed. No propane, acetylene or other flammable or explosive materials are allowed. Gasoline-powered vehicles may be displayed with a maximum of one-quarter (1/4) tank of gas. There are no exceptions. The vehicle gas cap must be taped or locked and the battery disconnected. Tanks of compressed air or gas are prohibited. A complete list of Fire Regulations is available upon request.

Exhibitor Permit Fees

The Tacoma Fire Department administers fire and life safety regulations for all properties within Tacoma city limits. Permits must be obtained from the Fire Department for some special events, public assembly occupancies, storage or use of hazardous materials, and a variety of other activities where a fire or life safety hazard may exist. Please consult with your Event Coordinator for more detail regarding required permits.

Exhibitor Signs, Decorations & Banners

Decorations may not be affixed to any surfaces in the building. No holes may be drilled, cored or punched into the building or any surfaces within the building. All equipment used must be stable without bolting or anchoring to floors or walls. Decorations may not include balloons, crepe paper,

cellophane, confetti, cotton, cornstalks, leaves, evergreen boughs/trees, glitter, sheaves of grain, streamers, straw, paper, vines, etc. Refer to pages 8 through 11 for rigging guidelines.

Exhibitor Food Samples

Subject to Event Coordinator approval, those who manufacture, process or distribute food in their normal course of business and wish to distribute food samples, may be allowed to do so. Food samples must be no larger than bite-size and beverage sizes no larger than three (3) ounces. Please contact the Event Coordinator prior to the event for approval of food distribution.

Any exhibitor not manufacturing, processing or distributing food in their normal course of business who would like to distribute food items, must purchase these items from the exclusive food service contractor, Aramark. Please contact Aramark at 253.830.6671 to make arrangements or to purchase food and beverage from the exhibitor menu. An exhibitor distributing food samples may need to obtain a temporary food permit. See the next paragraph for details. Please Note: The selling of food or beverage is prohibited.

Temporary Food Service

The Pierce County Health Department may require those exhibitors distributing food samples to obtain a temporary food service permit. A temporary food service is a food establishment that operates at a fixed location for a period of time not more than twenty-one (21) consecutive days in conjunction with a single event or celebration, such as a:

Fair, Carnival, Circus, Public Exhibition, Festival, Fund raiser, or Similar transitory gathering. The temporary food service permits can be obtained by contacting the Pierce County Health Department directly at 253.798.6460.

Who Needs a Temporary Food Service Permit?

Individuals or groups planning to hold events that are open to the public must obtain a permit. If you advertise your event with flyers, banners, newspaper articles, or by other means, it is considered a public event. Note: Church dinners or other events that are for members and their guests only and are not advertised are not considered to be public events.

Where is the Permit Application Located?

Current applications and additional forms may be obtained from the Tacoma-Pierce County Health Department or by calling 253.798.6460, Monday-Friday, 8am to 4:30pm.

When Should the Permit Application be Returned?

The Health Department recommends the application be returned with the required fee a minimum of three (3) weeks before the event. This allows enough time for Health Department staff to adequately review the application and make any changes necessary well in advance of the event.

If the application is returned to the Health Department less than fourteen (14) days before the event, a late fee will be assessed in addition to the regular permit fee. You are urged to apply for a permit as early as possible. For more information call 253.798.6460. The selling of food or beverage is prohibited.

Exhibitor Giveaways

Samples may not include self-adhesive decals of any sort (bumper stickers, etc.), balloons, yardsticks or any item that could be considered a weapon of any type.

Smoking Policy

The Convention Center is a smoke-free environment.

Gratuity Policy

We are here to serve you. No gratuities should be offered to employees.

Children & Animals

Children under the age of sixteen and animals are not permitted on the event floor during move-in and move-out times. Exceptions are made for service animals.

Temporary Event Markings—Chalk

No chalk is to be used to mark floors in any permanently carpeted area, i.e. meeting rooms, ballrooms, pre-function spaces, etc. Trade show decorators are required to use standard booth line tape to mark floors in permanently carpeted areas (contact the event coordinator to purchase or locate allowable tape or alternatives). Decorators/contractors who use chalk in permanently carpeted areas will be assessed a cleaning fee to remove the chalk stains from the carpet.

PARKING AND DIRECTIONS

General Directions to the Greater Tacoma Convention Center

1500 Commerce, Tacoma, WA 98402

From I-5 Southbound/Northbound:

1. Take Exit 133 (City Center exit) toward I-705 / City Center
2. Keep LEFT toward I-705 / City Center
3. Turn LEFT onto ramp toward A Street / City Center
4. Keep LEFT to stay on ramp toward S. 15th Street / Pacific Avenue
5. Follow S. 15th Street two blocks, the Convention Center will be on your left
6. To access onsite parking, turn LEFT on Court C

Parking

Parking lots are operated by Republic Parking and managed by the City of Tacoma. If you are interested in arranging additional parking accommodations for your attendees in neighboring lots and garages, please contact your Event Coordinator.

Parking rates follow and are subject to change at any time:

\$6.00 0-4 Hours

\$12.00 ... 4+ Hours / All Day

Alternate Parking Options and Public Transportation

Alternate Off-Site Parking options include street parking, downtown Tacoma parking lots, and the Tacoma Dome Station Transit Garage serviced by Link Light Rail.

Tacoma's Free Link Light Rail runs frequently throughout the downtown corridor with a stop located just outside the Convention Center on Commerce Street. More information can be found at soundtransit.org.

Pierce Transit provides local bus routes, SHUTTLE paratransit, and vanpool. Detailed information can be found at piercetransit.org. Sound Transit operates express buses, light rail, and commuter train services. Detailed information may be obtained at soundtransit.org.

Passenger Load & Unload

Passengers may be dropped off at the entrance on Commerce Street. Buses, taxicabs and shuttles also use this area for passenger drop-off and pick-up. Pedestrians may enter from either Commerce or 15th Street.

ORDER FORMS & PERMITS

To receive a customized form for any of the following services; Audio Visual Products and Services, Utilities, Internet, Phone, Air, Water, Drain, Labor & Equipment Rental, Shipping/Receiving and Storage, please request them from the Event Services Coordinator.

Fire Permits:

- Fire Department Permits (Assembly, Open Flames, Indoor Pyrotechnics)

Food-Related Forms:

- Temporary Food Service Establishment Application & Schedule - Pierce County Health Department

Please contact the Health Department directly for all updated forms 253.798.6460, Monday-Friday, 8am to 4:30pm

Tacoma Fire Department Conditions for LPG Use in Place of Assembly Permit #2009

1. Time Lines:

- Applications are to be submitted prior to event date

2. Regulatory References:

- IFC Chapter 38
- NFPA 58

3. Required Submissions:

- Tacoma Fire Department Permit application
- Booth plan showing exits and appliance placement
- City of Tacoma Business License

4. Inspection Requirements:

- Inspections may be required prior to event opening and during the course of the event

5. Requirements

General:

- Fuel supply limited to one 5-gallon tank per booth
- No additional containers displayed or stored in booth
- Container valve to be shut off and valve protector cap in place when not in use
- Containers must be marked (or stamped) in accordance with DOT, ASME
- Permit holder responsible for training use of LPG
- A fire extinguisher rated 2A-20BC is located in booth
- No containers allowed in building overnight
- Safe distance from egress, stairwells, exit doors 20 feet
- 20 feet from other bottles
- Propane bottles are to be supported in upright position and protected from physical damage
- Not to be used in basements, pits, or similar location

Trailers:

- Automatic fire suppression system required if cooking generates grease-laden vapors
- A Class K extinguisher is required in addition to fire suppression system
- Fuel system limited to 1-20 tank

Tacoma Fire Department Open Flames or Open Flame Device Conditions Permit #2012

1. Time Lines:

- Application shall be submitted and approved prior to the scheduled event

2. Regulatory References:

- International Fire Code 2003 section 308
- NFPA 160

3. Required Submissions:

- Tacoma Fire Department Permit Application
- Site plan
- Written sequence of show plan
- Drawing showing separation from exits and aisles and distance from decorative material or similar combustible materials

4. Inspection Requirements:

- Site inspection shall be required prior to event commencing

5. Requirements:

- Open flames shall not be permitted in any area where highly flammable, combustible, or explosive material is utilized or stored
- There shall be no throwing of ignited material onto any surface or article where it can cause an unwanted fire
- Class I and Class II liquids shall not be used
- Liquid or solid fuel containers in excess of 8 ounces shall be self-extinguishing and must not leak at a rate of more than 0.25 teaspoons per minute if tipped over. The container shall be self-righting after being tipped to a 45-degree angle.

SHIPPING INFORMATION

Advance Shipping Information:

Company Name & Booth Number
Bead Fest Trade Show
Greater Tacoma Convention Center
1500 Commerce
Tacoma, WA 98402

The Greater Tacoma Convention Center will only accept crated, boxed or skidded materials up to 5 days prior to the deadline date.

Show management will not be responsible for any early direct shipments that may be refused or incur additional fees.

GREATER TACOMA CONVENTION CENTER

RUSH

DO NOT DELAY

NOT BEFORE

October 19, 2017

TO: _____
Exhibitor Name

c/o GREATER TACOMA CONVENTION CENTER
1500 Commerce
TACOMA, WA 98402

**SHOWSITE
BEAD FEST**

BOOTH # _____ No. of Pieces _____

CARRIER _____

GREATER TACOMA CONVENTION CENTER

RUSH

DO NOT DELAY

NOT BEFORE

October 19, 2017

TO: _____
Exhibitor Name

c/o GREATER TACOMA CONVENTION CENTER
1500 Commerce
TACOMA, WA 98402

**SHOWSITE
BEAD FEST**

BOOTH # _____ No. of Pieces _____

CARRIER _____

GTCC Exhibitor Receiving & Storage Form

Please carefully review the requirements of this form. Failure to follow the procedures outlined below could result in your package(s) being turned away or returned to sender.

Event Name: BEAD FEST		Booth #(s)	
Exhibiting Firm: Address: City, State, Zip:			
On-Site Representative:			
<i>Note: Shipments will only be released to your on-site representative</i>			
Date items expected to arrive at GTCTC:			
# of Packages (indicate approximate size & weight of each):			
Courier delivering shipment:			
Incoming Shipments		Outgoing Shipments	
<p>All shipments must be clearly marked with the following information on the outside of the package:</p> <ul style="list-style-type: none"> • Event Name • Event Date(s) • Event Manager's Name • Receiving Party's Name <p>Liability - the GTCC will not be responsible for any damage and/or the condition of the package(s) or its contents during the shipping process. Packages will be received "As Is."</p>		<ul style="list-style-type: none"> • All outgoing packages must be properly labeled with billing information for the company picking up the shipment (UPS/FedEx/Trucking Firm, etc.). • All items must be picked up day of move out or next business day. • It is the responsibility of the shipper to arrange for a pickup. <p>UPS and FedEx will dispatch couriers to our facility to pick-up, label and ship. Contact them with your account number, either personal or business, to arrange for pick-up. If an account is not already set up, they will assist the requester with setting up an account. For additional assistance, please refer to the appropriate shipping company.</p> <p>UPS 800.742.5877 / DHL 800.225.5345 / FedEx 800.463.3339</p>	
GTCC will not be responsible for any shipments that do not comply with the above procedures			
CREDIT CARD AUTHORIZATION			
TYPE: <input type="checkbox"/> VISA <input type="checkbox"/> MasterCard		CREDIT CARD #	3-Digit Security Code:
Expiration Date:		CARDHOLDER NAME:	
(Card Holder Billing Address if different than above) ADDRESS:		I authorize GTCTC to debit my credit card for the charges listed above and for any additional charges incurred.	
CITY, STATE, ZIP:		AUTH SIGNATURE:	
For Accounting Use Only - Attach copy of receipt to this form			
Business Partner # (or GTCTC Customer #400421634):			
Contract Account # (or GTCTC Contract Account #300015940):			
Sales Order #:			
Billing Document #:		Posting #:	

FAX to: 253.830.6605 (Secure Fax Line)

Effective 7/1/12

GTCC HANDLING CHARGES

Shipments held for events are charged as follows and **will not be released until paid in full:**

- Standard Boxes: \$25/box/day
- Pallets: \$50/pallet/day

These charges apply to shipments stored up to twelve (12) days and cover the cost of that time period.

Price includes receiving of freight, delivery to booth, storage of empties and load out of shipment.

GTCC Exhibitor Services

Event Name: BEAD FEST	Event Date(s): October 26 - 29, 2017
Contact Name:	Booth #(s):
Company Name:	
Contact Address:	
City, State & Zip:	
E-mail:	Fax:
Phone:	Mobile Phone:

Additional Equipment (Note: an 8' table, two side chairs and a wastebasket are included in your booth charge)	Price	Quantity	Total
Rectangular Skirted Tables, 2-1/2' x 6', x 30" high (includes white cloth top and skirting on 3 sides)	\$31.00		
Rectangular Un-Skirted Tables, 2-1/2' x 6', x 30" high	\$11.00		
Additional Folding Chair(s)	\$2.75		
Additional Wastebasket	\$8.50		
Ask us about booth signage		Total	

Credit Card Payment Information

Type: <input type="checkbox"/> VISA <input type="checkbox"/> MasterCard	Card Number:
Cardholder Name:	Expiration Date:
Cardholder Phone Number:	Security Code (Last three digits on back of card):
Cardholder Address:	
Cardholder Signature:	
For Accounting Use Only - Attach copy of receipt to this form	
Business Partner # (or GTCC Customer #400421634):	
Contract Account # (or GTCC Contract Account #300015940):	
Sales Order #:	
Billing Document #:	Posting #:

FAX to: 253.830.6605 (Secure Fax Line)

Effective 7/1/12

GTCC Electrical Services Order Form

EVENT NAME: BEAD FEST
EVENT DATE(S): October 26 - 29, 2017
BOOTH NUMBER(S):

PRE-ORDER DEADLINE:
1 WEEK PRIOR TO EVENT
 (October 19, 2017)

		<i>Rates valid through 12/31/2017</i>		
QUANTITY	24-HOUR OUTLET (Double Rate)	PRE-ORDER DISCOUNT RATE	LATE ORDER RATE	TOTAL

120 VOLT DUPLEX RECEPTACLE				
600 WATTS/5 AMPS			\$73.00	\$92.00
1200 WATTS/10 AMPS			\$99.00	\$123.00
1800 WATTS/15 AMPS			\$113.00	\$141.00
2400 WATTS/20 AMPS			\$130.00	\$163.00
3600 WATTS/30 AMPS	SAME AS 120/208 VOLT SINGLE-PHASE OUTLET (see below)			

208 VOLT SINGLE-PHASE				
0-15 AMP 120/208 VOLT			\$116.00	\$146.00
16-30 AMP 120/208 VOLT			\$154.00	\$194.00
31-50 AMP 120/208 VOLT			\$260.00	\$325.00
OUTLETS OVER 50 AMP OR 480 VOLT OR MOTOR OUTLETS			CALL	CALL

208 VOLT THREE-PHASE				
0-15 AMP 120/208 VOLT			\$134.00	\$166.00
16-30 AMP 120/208 VOLT			\$177.00	\$223.00
31-50 AMP 120/208 VOLT			\$299.00	\$374.00
OUTLETS OVER 50 AMP or 480 VOLT or MOTOR OUTLETS			CALL	CALL

ELECTRICAL ACCESSORY RENTAL				
15 AMP 120 VOLT POWER STRIP			\$15.00	\$18.75
25' 120 VOLT EXTENSION CORD			\$18.00	\$22.50

LABOR, Flat Rate: \$67.00 per hour

LABOR \$	
MISC. \$	
TOTAL \$	

COMPANY NAME:		
ADDRESS:		
CITY:	STATE:	ZIP:
ORDERED BY: (print)	TEL:	FAX:
SIGNATURE:	EMAIL:	MOBILE:

ONCE REQUESTED SERVICES HAVE BEEN INSTALLED, CHARGES WILL BE PROCESSED REGARDLESS OF USE OR LACK THEREOF.

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

I authorize GTCC to debit my credit card for the charges listed above and for any additional charges incurred.

TYPE: <input type="checkbox"/> VISA <input type="checkbox"/> MasterCard	3-Digit Security Code (on card back)	Exp. Date:
CREDIT CARD #:	CARDHOLDER:	
(Card Holder Billing Address if different than above)	AUTH SIGNATURE:	
ADDRESS:		
CITY, STATE, ZIP:		

PRE-ORDER RATE
 Orders must be received WITH payment prior to Pre-Order Deadline. All other orders will be charged Late Order Rate.

24-HOUR SERVICE
 Electricity will be turned on within 30 minutes of show opening and off at show closing. If electricity is required at any other time (other than move-in), it must be ordered at the 24-Hour (double service) rate.

208-VOLT SERVICE
 1 hour minimum labor charge will apply to all 208-volt orders. Material charges may apply. If required services are not listed, please call for a quote.

EXHIBITOR EQUIPMENT
 All electrical equipment must comply with NEC, State and Local Codes. GTCC is required to refuse connection where exhibitor wiring is not in accordance with these requirements.

LABOR
 Charges apply to the following:

- All 208-volt or higher service
- All 120-volt outlets above 20 amps
- Service in any area(s) other than back of booth
- Cord tape-down by electrician
- Overhead service requests

GFCI PROTECTION NEC CODE
 Dept. of Labor & Industries and all City jurisdictions require GFCI protection. Exhibitors must provide GFCI protection for electrical features with water; including hot tubs, sinks, fountains, etc.

FAX to: 253.830.6605 (Secure Fax Line)

Effective 7/1/2012

Rental Electrical Information:

Material and equipment provided per this order shall be and remain property of GTCC and shall be removed ONLY by GTCC personnel at close of event.

Credit will not be given for service installed as requested per this order, regardless of use or lack thereof.

Wall, column and permanent building utility outlets are not part of booth space and are not to be used for booth power.

Outlets will be located at the back center of each 10'x10' booth space. Booths 10'x20' will be provided with only one outlet unless additional power is required, in which case an additional order is required for each 10'x10' section.

Bulk space and large, oversized booth electrical requirements will need to be diagrammed to indicate location of outlets. Labor charges will apply to these installations.

During event move-ins, power is on continuously. On event days, power is turned on thirty (30) minutes prior to show opening and turned off at show closing. If 24-hour power is required, a 24-Hour Outlet Service Request must be submitted. Any exhibitor wishing early turn on, or late turn off, of electrical power to booths must make special arrangements with show management and the GTCC.

If services are found to be used which have not been purchased, said services will be charged at twice the Late Order Rate.

The GTCC is not responsible for voltage fluctuations or power failure due to temporary conditions.

Labor Information:

Labor charges are added to all 208-volt outlet orders to inspect and hook-up (or adapt) pre-wired equipment into the GTCC system. (Note: If the exhibitor has adaptors that will work with the GTCC system, no labor will be charged).

GTCC provided electrical labor is properly insured, supervised and controlled for the protection of the exhibitor. Electricians will not connect any exhibit that does not meet electrical codes.

The GTCC is not responsible for problems arising from unlabeled, mislabeled or the use of non-standard wiring practices on equipment provided by exhibitor.

Payment Information:

Charges for electrical services must be paid prior to event opening, in U.S. currency.

The GTCC accepts VISA, MasterCard, AMEX, cash and check payment. Check payments must be received no less than fifteen (15) days prior to event move-in day.

GTCC Utilities & Phone Order Form

Event Name: BEAD FEST		Event Date(s): October 26 - 29, 2017	
Order Date:		Booth #(s):	
Contact Name:			
Company Name:			
Contact Address:			
City, State & Zip:			
E-mail:		Fax:	
Phone:		Mobile Phone:	

Utilities	Price per Connection	Quantity	Total
Internet connection	\$300/\$450 same day		
<i>Contact technical services at gtccotech@tacomavenues.org for cost estimates, questions and large scale requirements</i>		Utilities Total	
Phone	Price per Connection	Quantity	
Telephone line & handset (long distance charges will apply)	\$100/\$150 same day		
<i>Contact technical services at gtccotech@tacomavenues.org for cost estimates, questions and large scale requirements</i>		Phone Sub Total	
		9.6% Sales Tax	
		Phone Total	
GRAND TOTAL (Utilities & Phone)			

PAYMENT INFORMATION

Type: <input type="checkbox"/> VISA <input type="checkbox"/> MasterCard	Card Number:
Cardholder Name:	Expiration Date:
Cardholder Phone Number:	Security Code (Last three digits on back):
Cardholder Address:	
Cardholder Signature:	

For Accounting Use Only - Attach copy of receipt to this form			
Business Partner # (or GTCC Customer #400421634):			
Contract Account # (or GTCC Contract Account #300015940):			
Sales Order #:			
Billing Document #:		Posting #:	

FAX to: 253.830.6605 (Secure Fax Line)