



**Rhode Island Convention Center**  
 One Sabin Street, Providence, Rhode Island 02903-1814  
 Telephone (401) 458-6100 Fax (401) 458-6298

Office Use Only  
 G: \_\_\_\_\_

**Exhibitor Parking Pass Order Form**

Name of Event \_\_\_\_\_ Event Dates \_\_\_\_\_ Booth # \_\_\_\_\_  
 Company Name \_\_\_\_\_ Phone # \_\_\_\_\_ Fax # \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Contact Person \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**Payment Notice:** Parking passes will not be available for pick up until the first day of **Exhibitor Move In**. All parking passes can be picked up at the Exhibitor Services / Business Center located on the 3<sup>rd</sup> Level of the Rhode Island Convention Center.

**Exhibitor Parking Pass Information**

All parking passes are calculated by the length of each event, which include: ALL exhibitor move in days, ALL event days, and ALL exhibitor move out days. These dates are based per Show Management.

**Step 1:**

Choose a pass type: **\$10.00** parking pass (6am-midnight) **\$18.00** parking pass (overnight parking)

**Step 2:**

Enter duration of event. (Includes all move in days, all event days, all move out days)

**Step 3:**

Choose the number of passes that you need.

**Step 4:**

Fill in the chart below to create a Grand Total for your parking pass purchase.

Pass type	Duration of Event (all move in , all event, all move out)	Number of Passes	Grand Total
\$ _____ X (Step 1)	_____ days (Step 2)	= \$ _____ X _____ = (Step 3)	\$ _____

**\*Booth number and Credentials needed for Parking Pass pick-up.**

- \*Exhibitor Parking Passes offer you in and out access to the parking facility and guaranteed parking.
- \*The parking facility is directly connected to the Rhode Island Convention Center, Westin Hotel and Providence Place Mall. It is open 24 hours and is handicap accessible.
- \*All parking passes are to be picked up at the Exhibitor Services / Business Center located on the 3<sup>rd</sup> Level of the Convention Center, near the Westin Hotel Connector.

Send this completed form with payment to the address at the top of the page. Please make checks payable to: Rhode Island Convention Center or you may pay by Credit Card. Company Ck # \_\_\_\_\_

Visa      MasterCard      AMEX      Discover

Card#: \_\_\_\_\_ Exp Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

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Card ID number(s) \_\_\_\_\_

Date Processed: \_\_\_\_\_

Initials: \_\_\_\_\_

**\*\*DO NOT send this form to your decorating company. Please read policies on the second page of this form\*\***



## **Terms and Conditions Exhibitor Parking Pass**

1. Payment in full must be rendered prior to pick up of pass or passes.
2. Exhibitor parking passes are for registered exhibitors only.
3. Exhibitor parking passes can be obtained at the Exhibitor Service / Business Center in the Rhode Island Convention Center. The hours of operation are based on the hours of Exhibitor move in and Show Management's request.
4. Passes are based on an event rate from move in to move out, no pro-rate.
5. Exhibitor parking passes guarantee parking, but does not provide assigned parking.
6. Passes can be purchased online, in advance via fax or over the counter at the Exhibitor Services / Business Center office located on the 3<sup>rd</sup> Level of the Rhode Island Convention Center.
7. The purchase of a one day parking pass is not allowed.
8. Use of our event rate is not guaranteed without the Exhibitor parking pass.
9. Rates are subject to change without advanced purchase of the Exhibitor parking pass or without notice.
10. Height limitation of the facility is 6 feet 9 inches.
11. The RICC parking facility has handicap parking on all levels of the parking facility. Parking for handicap conversion vans is available with authorized Handicap License Plate.
12. Each Exhibitor parking pass allows only one vehicle access during one time period.
13. The RICC parking facility reserves the right to suspend parking privileges.
14. There are no refunds for any parking pass that is not picked up prior to the start of an event. Refunds will only be allowed for cancellations made 72 hours prior to an Exhibitor move in. No exceptions.
15. Advanced / Faxed order receipts can be obtained the Exhibitor Services Center located on the 3<sup>rd</sup> Level of the Rhode Island Convention Center.
16. This form must be filled out completely in order to process.

This statement limits out liability.

Neither the Rhode Island Convention Center Authority nor any of its representatives shall be responsible for your vehicle or its contents. Please remove all valuables, close windows and lock your vehicle.

**\*\*\*Please return this form to the Rhode Island Convention Center. DO NOT send this form to your decorating company. \*\*\***

**Questions regarding service should be directed to the Exhibitor Services Center  
Rhode Island Convention Center  
One Sabin Street  
Providence, RI 02903  
(401) 458-6100  
Fax (401) 458-6298**