



TELECOMMUNICATIONS SERVICES ORDER FORM

1610 COLISEUM DRIVE • HAMPTON, VA • 23666 • PHONE (757) 315-1610 FAX (757) 315-1614

FULL PAYMENT MUST BE RECEIVED 14 DAYS IN ADVANCE OF EVENT TO GUARANTEE SERVICE/EQUIPMENT AND TO RECEIVE THE ADVANCE RATE

Event Name: _____ Room/Booth #: _____
 Event Dates: _____ Exhibiting Company: _____
 Contact Name: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Phone: (____) _____ E-Mail: _____

TELECOMMUNICATIONS	ADVANCE ORDER	FLOOR ORDER	QTY	AMOUNT
Non-Dedicated Phone Line Includes unlimited incoming and local dialing (PBX switched 'Dial 9' phone line with public number. Best suited for standard incoming and outgoing Voice, Fax, Credit Card and Modems.)	\$ 125.00	\$ 150.00		
Standard Desk Telephone	\$ 25.00	\$ 25.00		
INTERNET/EQUIPMENT RENTAL				
WIRED				
Basic Internet Connection Fee (10/100 Mbps) Internet includes one network port and one IP address. HSPA connections are for a single 'base' pc/client. If additional nodes will be connected, 'Additional IP Addresses' (below) must be purchased.	\$ 200.00	\$ 250.00		
Internet Connection to an External Host Server (Includes one port open & one port close)	\$ 350.00	\$ 400.00		
Additional IP Addresses	\$ 100.00	\$ 150.00		
Each Additional Port Open or Port Close	\$ 100.00	\$ 150.00		
WIRELESS - Conference Rooms, Ballrooms & Meeting Rooms				
Internet - Wireless 5.0 Mbps	\$ 400.00	\$ 400.00		
Internet - Wireless 3.0 Mbps	\$ 375.00	\$ 375.00		
Internet - Wireless 1.5 Mbps	\$ 350.00	\$ 350.00		
Password Protected Custom SSID	Available upon request			
Equipment Rental *				
Hub/Switch/Router Rental A Hub or Switch may be available for customers wishing to establish LANs at their location. These are typically	\$ 75.00	\$ 100.00		
Patch Cables Standard Category 5 patch cables are available in various lengths. Exhibitors may provide their own patch cables, if so desired.	\$ 40.00	\$ 45.00		
Labor				
Technical Support for issues not directly related to the physical connectivity of ordered services will be charged at a rate of \$65/hr with minimum one hour charge.		\$ 65.00		
Total Telecommunications Order				\$
*Add 6% Tax to all Equipment Orders				\$
Total Telecommunications +Tax				\$

IMPORTANT CONDITIONS AND REGULATIONS

Code Safety and Compliance
 1. All equipment provided by clients and exhibitors must comply with all state, local and international safety codes.

Schedule
 1. To qualify for advance order rates, all orders must be received by the Hampton Roads Convention Center at least 14 days in advance. Call 757-315-1618 if you have any questions about your order, or to confirm receipt.
 2. Services ordered within 48 hours of event commencement may not be available. PLEASE ORDER IN ADVANCE TO ENSURE SERVICE AVAILABILITY.
 3. If customer expects the HRCC to hang any large banners for an event, the banners and supporting structure should be brought to the HRCC at least 48 hours prior to the event. If insufficient supporting structure is supplied by the customer, the HRCC will supply these at an additional cost.

Limitation of Liability
 The parties agree that implied warranties of merchantability and fitness for a particular purpose and all other warranties, expressed or implied, are excluded from this agreement. The HRCC does not assume liability for damages of any type whatsoever or for the loss of anticipatory profits resulting from the installation, use, or interruption of the services or for damage of any sort whatsoever to user's goods or equipment arising from the installation, use or interruption of the services or any other cause whatsoever. The HRCC shall not be held responsible for late installation or interruption of any services that may occur.

Telecommunications Notes:
 1. If any special data and/or networking equipment or services are required which are not detailed on this form, please call 757-315-1618.
 2. PLEASE RUN UPDATED ANTI VIRUS SOFTWARE ON YOUR COMPUTER BEFORE YOUR ARRIVAL AT THE FACILITY.
 3. No credits will be issued for unused phone lines installed as ordered.
 4. Only written cancellations will be accepted and must be received seven days before show move in.
 5. Connection to equipment is the exhibitors' responsibility.
 6. Telecommunications panels, floor boxes and equipment must be accessible at all times.
 7. HRCC is responsible for Internet and other HRCC installed cable connections from the point of demarcation to the exhibitor booth.
 8. HRCC will troubleshoot HRCC installed components only.
 9. HRCC is not responsible for lost connections or traffic interruptions. We will work with third parties to resolve circuit issues on a best efforts basis. NO REFUNDS will be given for service interruptions or other network service related downtime.
 10. HRCC is the sole provider of WIFI Internet services within the facility. Customers may not use their own wireless access points, wireless routers, MiFi devices, or any other device

METHOD OF PAYMENT

CHECK Made payable to: Hampton Roads Convention Center • Our Tax ID Number is 54-6001336
 AMERICAN EXPRESS MASTERCARD VISA

Credit Card Holder Name: _____
 Credit Card Number: _____ Expiration Date: _____
 Credit Card Billing Address: _____

I authorize the charges detailed within this form to be charged to my credit card listed here. By signing, I also agree that I have read and agree to the terms and conditions set forth for these services by HRCC.

Credit Card Holder Signature: _____ Date: _____

TOTAL PAYMENT MUST ACCOMPANY THIS FORM