



Data & Telecom Services

Return Form To:
650 Okeechobee Blvd.
West Palm Beach, FL. 33401
Attn: Exhibitor Services

Phone: 561-366-3000
Fax: 561-366-3023
Email: exhibitorservices@pbconventioncenter.com

To receive advance rate, orders and full payment must be postmarked 14 days prior to the first scheduled show date.

Event Name:				Booth #		
Exhibiting Company:			Dates - From:		To:	
Address:				Ordered By:		
City:	State:	Zip Code:	E-Mail:			
Phone:		Cell:	Fax:			
Service Descriptions			Quantity	14 Day Advance	Base Rate	Total
Hard-Wired Internet Service						
Hardlined Internet Connection - per day				\$100.00	\$200.00	\$
Run of Show - Per Connection - Up to 14 days				\$300.00	\$400.00	\$
Each Additional Connection - Run of Show - Up to 14 days				\$200.00	\$300.00	\$
Upgrade to Public IP (Run of Show)				\$250.00	\$500.00	\$
Wi-Fi Internet Service Provided Complimentary By The Palm Beach County Convention Center						
No Routers						
Wireless Services						
Encrypted SSID for POSs (Run of Show)				\$100.00	\$150.00	\$
[1] SSID - for Duration of Show - Up to 14 Days				\$900.00	\$1,200.00	\$
Dedicated SSID / Splash Page (Run of Show)				\$2,000.00	\$2,500.00	\$
Data Equipment Rentals						
Ethernet Patch Cable				\$35.00	\$50.00	\$
Telephone Services						
VoIP Digital Phone Package includes: (1) VoIP Phone Model 35 & (1) Digital Connection		\$250.00 + \$33.65 CST Tax = \$283.65	\$300.00 + \$40.38 CST Tax = \$340.38			\$
Analog Telephone Line Only		\$200.00 + \$26.92 CST Tax = \$226.92	\$250.00 + \$33.65 CST Tax = \$283.65			\$
Labor: IT Techs are available for Customer Support at \$80.00 per hour, 1/2 hour min.				\$40.00	\$40.00	\$
				TOTAL		\$
Special Instructions:						

Prices listed are for the entire show.

By signing and returning this form, customer agrees to all terms and conditions printed on this form and related documents. The PBCCC reserves the right to correct orders that have been figured incorrectly. Tax rates are subject to change without notice.

Signature: _____ Date: _____

<input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> American Express <input type="checkbox"/> Check Payable To: Palm Beach County Convention Center		
Account No: _____	Exp. Date (MM/YY) _____	Verification Code _____
Cardholder Name (Please Print) _____		
Authorized Signature*: _____		
Credit Card Billing Address: _____		
City/State/Zip: _____		

* I ALSO AUTHORIZE CHARGING ANY UNPAID BALANCES TO MY CREDIT CARD. SEE REVERSE SIDE FOR PAYMENT TERMS AND CONDITIONS.

Palm Beach County Convention Center Data & Telecom Terms and Conditions

Payment:

The Palm Beach County Convention Center (PBCCC) must receive payment in full with your order at least fourteen (14) days prior to the first scheduled show date. Orders received less than fourteen (14) days in advanced or without full payment will not receive the advanced rate, regardless of date of receipt from Show Management. Unpaid orders will NOT be installed. PBCCC accepts Visa, MasterCard, American Express and Checks.

Any additions or changes to your order, advanced or on-site, will require full payment before installation. Any Long Distance charges or replacement of damaged or missing equipment will be billed after the end of the event.

Rates and Labor Charges:

1. Listed rates only cover services delivered to each individual location as per the floor plan.
2. Rates do NOT include connecting equipment to provided services.
3. Special placement or relocation of service will incur labor charges.
4. Late or On-Site orders are not guaranteed by show opening.
5. Installation during show hours may require Show Management approval.
6. All prices are based on current rates and are subject to change without notice.

Installation, Disconnection and use of Service:

1. Orders Paid in Full will be processed in the order in which they were received.
2. All equipment provided will remain the property of the PBCCC and shall be disconnected and removed by in-house staff only.
3. Any damaged equipment will be billed to the Exhibitor responsible.
4. Rental period is from installation to removal.
5. Credit will not be given for services ordered and installed but not used.
6. **Telephone Service:** Telephone lines orders will automatically be provided with Long Distance capacity unless otherwise requested.
7. ONLY PBCCC equipment can be used with ALL Digital lines for technicality and system compatibility purposes.
8. **Data Service:** Rental includes (1) IP address per device. The use of Routers, Switches, Wireless LAN's or any other hardware or software for the purpose of sharing an IP address is prohibited. Persons or shows found in violation of this policy will be liable for additional fees and could face immediate DISCONNECTION without notice. At that time, the right to a refund is denied. This decision is at the sole discretion of PBCCC management. SSID bandwidth is estimated at a maximum of 1,600 connections.
9. **Labor Charges:** If special assistance or guidance is needed, a labor fee of \$80/per (1/2hr minimum) will be added and must be paid for in advance. The PBCCC can NOT be held liable for the reconfiguration or any incidental internal or external damage to personal or rental computer equipment.

Don't see what you need? Call us! Additional products and services are available!

Cancellation Policy:

- If cancelled before installation and more than six (6) days prior to 1st show date = 90% REFUND
- If cancelled before installation but six (6) days or less prior to 1st show date = 50% REFUND
- If cancelled AFTER the service has been installed = NO REFUND!

Legal Notice: The PBCCC is not responsible for damage of personal equipment or injury to persons due to the misuse of provided services. The tampering of equipment (included, but not limited to) utility floor boxes and cabling, at any time may result in the disconnection of services and/or additional charges.