



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
Hard-Wired High-Speed Internet Service					
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. These rates only cover bringing service to your booth in the most convenient manner.
2. Rates do NOT include connecting equipment to provided services.
3. Special Placement or relocation of service will require labor charge.
4. Late or On-Site Orders: We can NOT guarantee service will be operable by the open of the show. Installation during show hours may require Show Management approval. No Discounts will be given.
5. 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 and installation completed in order of receipt whenever possible. earliest orders usually receive highest priority
2. All Equipment provided will remain the property of the PBCCC and shall be disconnected and removed by out staff only. The exhibitor is responsible for replacement and or repair costs and all damages to equipment during the rental period. The rental period is from installation thought removal.
3. **Telephone Service:** Telephone lines ordered will automatically be provided with Long Distance capacity unless specifically noted on the order form. Please remember that if International dialing is necessary to check the appropriate box.
4. Please Note that ONLY PBCCC digital telephone set will be used with ALL Digital lines for technical reasons and system compatibility.
5. **Data Service:** The rental of a Data Line is for 1 IP address and is good for ONE DEVICE ONLY. The use of Routers, Switches, Wireless LAN's or any other Hardware or software for the purpose of sharing an IP address is Strictly Prohibited. Persons or shows found in violation of this policy will be liable for additional fees and may have their Data Service DISCONNECTED without notice and with NO refund of any fees. This decision is at the sole discretion of the PBCCC management at IT Staff. SSID bandwidth estimated at a maximum of 1,600 connections.
6. **IT Dept Labor:** If special assistance or guidance is needed while you are at the PBCCC, The IT department has technicians available for a charge of 80.00 per hour (1/2 hour minimum). The IT Dept can help setting up computers, networking, cabling, moving services to different areas or under carpet, etc. Please be aware that all labor items must be paid for in advance and the PBCCC can NOT be help liable for the reconfiguration or any incidental internal or external damage to your personal or rental computer equipment.

Please contact Exhibitor services via telephone or on-site at the exhibitor services booth for more information and a price quotation for any services you may need out IT dept to perform for you.

Cancellation Policy:

- If cancelled before installation and more that 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 to personal equipment and/or personal injury due to the misuse of provided services, Any tampering with IT equipment (Included, but not limited to) utility floor boxes, cabling, or rented equipment at any time may result in the disconnection of services and/or additional charges. The PBCCC can not be held responsible for any injuries or damages that may occur as a result of this tampering.