



MOSCONE CENTER

747 Howard Street ~ San Francisco, CA 94103 ~ Phone: 415-974-4080 ~ FAX: 415-974-4065

TELECOMMUNICATIONS ORDER FORM

Contact Information			
Event Name:		Event Date(s):	
Company:		Booth Number(s):	
Contact On-Site:	Phone:	E-Mail:	
SEND INVOICE TO:			
Company:		Attn:	
Address:			
City:	State:	Zip Code:	
Phone:	Fax:	E-Mail:	

Terms and Conditions

- Moscone Facility Services (MFS) is the exclusive telecommunication services provider for the Moscone Center.
- This order form gives MFS authorization to:
 - Provide services (rearrangement and/or disconnection of service and equipment) and to handle negotiations of telecommunications services and equipment
 - Make appropriate charges on the credit card provided

3. Service cancellations and refunds:

Order Changes/Cancellations	Fee
Returned check service charge	\$25.00
Move an installed line	\$100.00
Lost/damaged telephone instruments	\$75.00
Internet/Phone Line cancellation before installation	\$50.00
Phone Line cancellation after installation	\$100.00
Internet Line cancellation after installation	\$200.00

**THERE WILL BE NO CANCELLATION OF ANY SERVICES AFTER EVENT BEGINS
SERVICE REFUNDS WILL BE MADE WITHIN 30 DAYS OF THE EVENT CLOSE DATE**

3. Equipment procedures:

- Exhibitors can pick up telephone instruments or obtain help at the Telecommunications Service Desk
- Exhibitors are responsible for maintaining and returning equipment to the Service Desk after the show
- Rental equipment provided remains the property of MFS
- Only MFS personnel are authorized to modify system wiring and cabling
- All exhibitors bringing equipment must comply with F.C.C. regulations

METHOD OF PAYMENT	
Services will not be provided until completed order form and payment is received REMAINING BALANCES WILL BE APPLIED TO CREDIT CARD ON FILE	
Payment by Check:	_____ Check (must ALSO enclose CC number)
Payment by Credit Card:	_____ American Express _____ MasterCard _____ Visa
Credit Card Number:	_____
Billing Address:	_____
	City: _____ State: _____ Zip Code: _____
Print Name on Card:	_____ Expiration Date: _____
Card Holder Signature:	_____ Security Code: _____

Please fax/mail order form along with payment to:

Moscone Facility Services
 Attn: Telecommunications Department
 747 Howard Street
 San Francisco, CA 94103-3118

Event Name:	Service Dates:
Company :	Location:
E-Mail:	

Order Form

	Advanced Rate <small>10 business days before event</small>	Standard Rate	TOTAL	Includes:	
TELEPHONE SERVICES					
Basic Services					
Single Line Telephone	_____ x \$250.00	_____ x \$295.00	= _____	* Dial '9' to access outside line * Touch-Tone telephone instrument, Telephone line and Dial tone * Voice/Fax/Data analog unrestricted telephone service * Unused deposit balances are refundable * All calls including local and long distance are charged on a per minute basis. This includes telephones used for dial-up service	
Multi Line Telephone	_____ x \$305.00	_____ x \$355.00	= _____		
Speaker Telephone	_____ x \$305.00	_____ x \$355.00	= _____		
Polycom Telephone	_____ x \$450.00	_____ x \$500.00	= _____		
Deposit for Usage Charge		_____ x \$75.00	= _____		
Additional Services					
Restricted Calls		_____ x \$15.00	= _____		
Call Waiting		_____ x \$15.00	= _____		
Remove Dial '9' Function		_____ x \$15.00	= _____		
Voicemail		_____ x \$25.00	= _____		
ISDN Line	_____ x \$450.00	_____ x \$500.00	= _____		
Dry/Twisted Pair (within facility only)	_____ x \$395.00	_____ x \$450.00	= _____		

INTERNET SERVICES				
Economy Plus	_____ x \$595.00	_____ x \$695.00	= _____	1 Access code for 1 device at 512Kbps
Standard Internet	_____ x \$1,095.00	_____ x \$1,295.00	= _____	2 Access codes for 2 devices at 10Mbps shared
Standard Wireless	_____ x \$650.00	_____ x \$700.00	= _____	1 Access code for 1 device at 10Mbps shared

ShowConnect				
Basic	_____ x \$3,995.00	_____ x \$4,595.00	= _____	3Mbps with 4 static IP addresses
Advanced	_____ x \$4,995.00	_____ x \$5,595.00	= _____	6Mbps with 28 static IP addresses

LANConnect				
LAN 100	_____ x \$350.00	_____ x \$400.00	= _____	Layer 2 VLAN 100Mbps, 2 Locations
LAN 1000	_____ x \$500.00	_____ x \$600.00	= _____	Layer 2 VLAN 1000Mbps, 2 Locations

Wireless Services - (Only available in meeting rooms and common areas)				
Small Meeting	_____ x \$995.00	_____ x \$1,195.00	= _____	Up to 25 users, 1 configured AP 3Mbps
Large Meeting	_____ x \$3,000.00	_____ x \$3,500.00	= _____	Up to 100 users, 4 configured Aps 10Mbps
Sponsorship				<i>Call for custom quote</i>

Additional Services				
Additional Bandwidth (per Meg)	_____ x \$1,000.00	_____ x \$1,250.00	= _____	Can be added to ShowConnect only
Additional Access Code / IP Address	_____ x \$125.00	_____ x \$150.00	= _____	Can be added to Standard Internet / Wireless and ShowConnect only
Additional Location	_____ x \$350.00	_____ x \$400.00	= _____	Can be added to ShowConnect and LANConnect only
Each additional Ethernet Cable	_____ x \$35.00	_____ x \$50.00	= _____	under 50 feet
Each additional Ethernet Cable	_____ x \$75.00	_____ x \$100.00	= _____	over 50 feet
In-Booth Hub Rental	_____ x \$100.00	_____ x \$150.00	= _____	

TOTAL DUE FOR ALL SERVICES = _____

***Wireless is not permitted on the show floor. If wireless is required for a demo, it must be approved by Show Management and Moscone Center Telecommunications in advance. SSID Broadcast must be turned OFF, WEP or WPA encryption enabled, and every device accessing the wireless must have a purchased IP address.

IF ANY SPECIAL DATA AND/OR NETWORKING EQUIPMENT OR SERVICES ARE REQUIRED WHICH ARE NOT DETAILED ON THIS FORM, PLEASE E-MAIL: HWu@moscone.com

Please specify phone and/or Internet location in booth-drawing below or attach floorplan

Moscone Center _____ Moscone West _____	Aisle No. _____ <div style="border: 1px solid black; width: 100px; height: 100px; margin: 0 auto;"></div> Front of Booth Aisle No. _____	<p align="center">MFS USE ONLY</p> Extension No.: _____ Account No.: _____ Instrument No.: _____ Returned Phone(s): Y N
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