

TELECOMMUNICATIONS AND DATA ORDER FORM

1000 19th Street | Virginia Beach, VA | 23451-5674 | Phone (757) 385-2000 | Fax (757) 437-2079

**ONLY CREDIT CARD ORDERS MAY BE FAXED | ADVANCE ORDER DEADLINE: 7 DAYS PRIOR TO EVENT
PLEASE SEE REVERSE SIDE FOR POLICIES & REGULATIONS**

Name of Event: _____ Booth #: _____

Event Dates: _____ Exhibiting Company: _____

Authorized Person: _____ E-mail: _____

Address: _____

City, State, ZIP: _____

Phone: _____ Fax: _____

	ADVANCE ORDER (7 days prior)	FLOOR ORDER	QUANTITY	AMOUNT
Standard Telephone Line Local/Toll Free Incoming & Outgoing Calls Long Distance: Incoming & Outgoing Calls <i>(Exhibitors must provide their own telephones and cords).</i>	\$200.00 \$240.00	\$260.00 \$300.00		
ISDN BRI (Basic Rate Interface)	CALL FOR QUOTE			
Wired Internet: <i>Requires installation listed below (see asterisk [*]); customer must provide own router to hook up additional devices</i> <ul style="list-style-type: none"> • 5.0/5.0 Mbps • 10/10 Mbps 	\$500/day \$1,100/week \$700/day \$1,500/week	\$600/day \$1,200/week \$800/day \$1,600/week		
Wired Internet Installation Fee *Fee includes connection from Cox Internet Service to booth only. Additional labor cost will apply for technical support to setup or configure equipment.	\$150.00	\$200.00		
Public Static NAT IP Address	\$125 ea.	NO FLOOR ORDERS		
Wireless Internet (requires customer provided wireless interface cards). 1.5/1.5 Mbps 5.0/5.0 Mbps 10.10 Mbps	\$450/day \$1,000/week \$500/day \$1,100/week \$700/day \$1,500/week			
Total Order				

Information and pricing for private wireless networks may be obtained by calling the Virginia Beach Convention Center's technical services office at (757) 385-2000 a minimum of ten (10) business days prior to the event. If the customer is utilizing wireless router the VBCC is not responsible for configuration of the device or interference from other wireless devices.

METHOD OF PAYMENT WE DO NOT ACCEPT PURCHASE ORDERS

ACCEPTABLE FORMS OF PAYMENT: CASH VISA MASTERCARD CHECK AMEX

Credit card issued to: _____ Day phone #: _____

Credit card number: _____ V-Code: _____ Expiration date: _____

Signature: _____ Fax number: _____

Make checks payable to: Virginia Beach Convention Center | Tax ID Number: 54-0722061

TOTAL PAYMENT MUST ACCOMPANY THIS FORM

PLEASE DO NOT MAIL THIS FORM IF FAXING ORDER WITH CREDIT CARD PAYMENT

IMPORTANT CONDITIONS AND REGULATIONS

Code Safety and Compliance

1. All equipment provided by exhibitor must comply with all National Electric Codes, as well as state, local and international safety codes.
2. The building engineer may refuse service to any requests deemed unsafe.
3. No two-wire (home use) extension cords are allowed.

Right of Way and Access

1. Convention Center reserves an easement behind each exhibit booth for the purpose of distributing electrical service to neighboring booths.
2. Unless otherwise directed, Convention Center electricians are authorized to cut floor coverings to permit installation of service.
3. Wall, column and permanent building utility outlets are not a part of the booth space and are not to be used by exhibitors without advance approval.
4. Access to floor boxes is strictly prohibited.
5. Displays and service panels must be available and accessible for inspection at all times.

Schedule

1. To qualify for advanced order rates, all orders must be received at the Convention Center no later than 7 days prior to event.
2. Contact the service desk upon your arrival to schedule connection of your appliance requiring service of 208 Volts or greater.
3. Power will be delivered on a first come, first serve basis.
4. Orders placed after move-in may not be guaranteed.
5. Power will be disconnected anytime after 10 minutes of show close. Please contact the building engineer if additional time is required to shutdown an appliance.

Limitation of Liability

1. 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 City 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 City shall not be held responsible for late installation or interruption of any services that may occur.

Internet Security Disclaimer

1. Convention Center and/or Cox does not provide security, such as but not limited to firewalls etc. for any data circuit(s) that we provide. It is the sole responsibility of the exhibitor or customer to provide any necessary security. Software or content obtained from the use of Service may contain viruses or other harmful features and Exhibitor is solely responsible for protecting its equipment and software from such matters. Cox may delete any Internet traffic or e-mail that contains a virus.

Connection

1. Under no circumstances shall anyone other than the Convention Center Electrician make electrical connections to the Convention Center distribution system.
2. Hourly fees may apply for special wiring requirements.
3. Sharing power between booths is prohibited.

Fees

1. Rates quoted for all connections cover only the bringing of service to the booth in the most convenient manner. This does not include connection of equipment or special wiring.

Services

1. All telephone and regulated Services are provided by Cox Virginia Telcom, Inc. and are provided pursuant to Cox's tariffs on file with the Virginia Corporation Commission and/or Federal Communications Commission. Exhibitor agrees to be bound by the terms and conditions contained in such tariffs. If Exhibitor receives an invoice from the City, the City is merely acting as Cox's billing agent for such Services. Exhibitors may be required to execute a Letter of Agency in connection with telephone services.
2. All Internet Services are subject to Cox's Acceptable Use Policies and Cox may suspend Service to any exhibitor Internet Service if the use is determined to be in violation of the AUPs. The Cox AUPs may be found at: www.coxbusiness.com/acceptableusepolicy.pdf