



**Ontario Convention Center**  
 2000 E. Convention Center Way, Ontario, California 91764  
 PH (909) 937-3043 / FAX (909) 937-3850  
 Email: techservices@ontariocc.com



## TELECOM Voice/Data SERVICE ORDER

Company Name		Booth No.	Show Name	
Billing Address			Show Dates	
City, State/County, Zip				
Contact:		Phone:	Fax:	
Credit Card Type (Circle one): <b>VISA</b> <b>M/C</b> <b>AMEX</b>				
<b>*A 3% administrative fee will be charged when a credit card is used.</b>				
Credit Card No.:	Expiration Date:	Signature		Print Name

For your convenience we will use this authorization to charge your credit card for any additional amounts incurred. A 3% Administration Fee will be billed when a credit card is used. The Ontario Convention Center accepts payments in US dollars on a US Bank or a credit card (AMEX, VISA and MC). **Make your check payable to the Ontario Convention Center/Telecom Voice-Data Dept.** Please mail your order with payment to the address listed above or you may fax this form with your signature and your credit card will be process for payment. Installations are due 72 hours prior to show opening. Cancellations accepted until 48 hours prior to move-in. **Discount rate applies to orders post-marked 21 days prior to show move-in date. All others are automatically billed at the standard rate. No checks 48 hours prior to move-in! Prices are subject to change.**

### BASIC TELEPHONE SERVICE

	Advance	Standard (lines only within 21 days of event)	3 Day	Qty	Total
VOIP Direct Dial <i>with '9'</i>	\$185.00	\$235.00			\$
Credit Card Line <i>with '9'</i>	\$175.00	\$225.00			\$

Includes (1) VOIP phone set with Unlimited Calls.  
 \*(Additional) Number of phone lines \_\_\_\_ x \$75.00 deposit

### Additional Services

	Advanced	Standard	3 Day	Qty	
VOIP Phone Set	\$70.00	\$120.00			\$
Dry/Twisted Pair (within facility only)	\$175.00	\$225.00			\$
Set-up/Covering/Disabling/Configuration of Facility Cameras	\$225.00	\$225.00			\$
Videconfernce IP Service include equipment (1 Qty Available).	\$495.00	\$495.00			\$
Custom Building-wide monitor signage, per monitor	\$50.00	\$75.00			\$
OCC Marquee, per 5 day period	\$300.00	\$300.00			\$
<b>Internet Services</b>	<b>Advanced</b>	<b>Standard</b>	<b>3 Day</b>		<b>\$</b>
256k Wireless (24 Hours)    Can Be ordered On site	\$19.95	\$19.95	\$29.95		\$
512k Wireless (24 Hours)    Can Be ordered On site	\$29.95	\$29.95	\$44.95		\$
512k Wired (Duration of Event)	\$495.00	\$595.00			\$
Shared 1.5 Mbps Wired (Duration of Event)	\$895.00	\$995.00			\$
Shared 3 Mbps Wired (Duration of Event)	\$3,520.00	\$3,920.00			\$
Shared 6 Mbps Wired (Duration of Event)	\$5,500.00	\$6,000.00			\$
Private 1.5 Mbps Wired (Duration of Event)	\$3,495.00	\$3,995.00			\$
Private 5 Mbs Wired (Duration of Event)	\$6,000.00	\$6,500.00			\$
Private 10 Mbs Wired (Duration of Event)	\$12,500.00	\$13,000.00			\$
Additional IP's	\$150.00	\$195.00			\$
Patch Cable - Up to 50ft - Cate5e	\$50.00	\$62.00			\$
Switch Rental	\$150.00	\$225.00			\$
IT Service Buy - Out	Minimum of \$1000				\$

Subtotal \$ \_\_\_\_\_  
 3% Admin. Fee \$ \_\_\_\_\_  
**Grand Total \$ \_\_\_\_\_**

Payment in full is required with your order. Payments not received prior to show will be collected at the standard rate. Service will not be provided until payment is received. Federal Tax I.D. #23-2511871

**Customer Acceptance of Terms and Conditions:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Please review our Terms and Conditions to find additional information concerning your orders. For additional information, please contact the IT Department.

Exhibitor No: \_\_\_\_\_ Floor Plan? Yes \_\_\_\_\_ No \_\_\_\_\_ Payment Rec'd.: \_\_\_\_\_



# GENERAL TERMS AND CONDITIONS



1 The Ontario Convention Center (OCC) is the exclusive provider of telecommunication services for the Ontario Convention Center.

2 Equipment Procedures:

- a. Rental equipment that is provided by (OCC) for this order would remain the property of the OCC.
- b. Only OCC personnel are authorized to modify system wiring or cabling within the OCC.
- c. All equipment must comply with FCC Regulation

3 Charges and Refunds:

- a. A \$35.00 service charge will be made for returned checks or 3 times the value.
- b. A minimum of \$75.00 will be charged to move an already installed line/equipment.
- c. Rates quoted for all connections cover only the installation of the service to the booth in the most convenient manner as determined by the Ontario Convention Center and DO NOT include connecting equipment to provided services. Special placement or relocation of service will result in a pre-paid labor charge.
- d. Cancellations are accepted up to 72 hours prior to move in.
- e. Refunds will be made payable to the exhibiting firm name within 30days of the close of the event.
- f. No checks will be accepted 72 hours prior to event move-in.

4 This order form constitutes authorization of the Ontario Convention Center facility to:

- a. Provide services and to handle negotiations for the installation of telecommunication services and equipment. Included are arrangements and/or disconnection of service and equipment.
- b. Make credit card charges against the credit card provided.
- c. OCC will not be liable for client equipment or hardware during stay within the facility.

**By (the client) authorization of services, you are responsible for ALL OCC equipment damaged and or not returned. Replacement charges will be billed at and up to full retail price.**

The signing of this document constitutes a release of liability for the Ontario Convention Center (OCC) upon any adjustments requested by the client to non OCC equipment.

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_