



200 Civic Center Drive
Charleston, West Virginia 25301
Phone: 304.345.1500
FAX 304.345.3492

**ADVANCE ORDERS &
PAYMENT DUE SEVEN
(7) WORKING DAYS
BEFORE MOVE IN**

**WIRELESS & WIRED SERVICE
ORDER FORM**

SHOW: _____

DATES: _____

IMPORTANT CONDITIONS AND REGULATIONS

1. EQUIPMENT / SERVICES ARE SUBJECT TO AVAILABILITY. RATES ARE SUBJECT TO CHANGE.
2. NO SERVERS/ ROUTERS OF ANY KIND ARE PERMITTED ON NETWORK WITHOUT PERMISSON FROM BUILDING MANAGEMENT
3. CHARLESTON CIVIC CENTER IS NOT RESPONSIBLE FOR ANY LEVEL FLUCTUATIONS OR CIRCUIT FAILURE DUE TO VENUE OR LOCAL ISP CONDITIONS
4. CUSTOMER IS RESPONSIBLE FOR RETURNING ALL EQUIPMENT ISSUED BY OR RENTED FROM THE CIVIC CENTER IN GOOD CONDITION. LOST, STOLEN OR DAMAGED WILL BE CHARGED TO THE CUSTOMER'S AUTHORIZED CREDIT CARDS AT PREVAILING RATES.
5. PAYMENT IN THE FORM OF CREDIT CARD INFORMATION, CHECK OR MONEY ORDER MUST ACCOMPANY SERVICE ORDERS.
6. FOR ADDITIONAL INFORMATION, PLEASE CONTACT THE CIVIC CENTER ENGINEERING DEPARTMENT AT 304.345.1500 EXT. 212.

STANDARD SERVICES AVAILABLE

PHONE LINE SERVICES

| <u>QTY</u> | <u>DESCRIPTION</u> | <u>ADVANCE</u> | <u>FLOOR</u> | <u>AMOUNT</u> |
|------------|--|----------------|--------------|---------------|
| _____ | STANDARD PHONE LINE <i>no card readers or dial-up modems</i> | \$125.00 | \$150.00 | \$ _____ |
| _____ | ANALOG PHONE LINE <i>supports card readers and dial-up modems</i> | \$200.00 | \$225.00 | \$ _____ |

WIRELESS AND WIRED SERVICES

ISDN LINE—CALL FOR PROCEDURES AND INFORMATION

| | <u>DISCOUNT</u> | <u>STANDARD</u> | <u>AMOUNT</u> |
|---|-----------------|-----------------|---------------|
| _____ 56K (Wireless/8 hr connect) | \$10.00 | \$10.00 | \$ _____ |
| _____ 128K (Wireless/8 hr connect) | \$25.00 | \$30.00 | \$ _____ |
| _____ 256K (Wireless/8 hr connect) | \$50.00 | \$60.00 | \$ _____ |
| _____ 512K (Wireless/8 hr connect) | \$80.00 | \$100.00 | \$ _____ |
| _____ 1 MG Wireless—quoted upon request | | | \$ _____ |
| _____ T-1 (Wired / 1.5 Meg) | \$125.00 | \$150.00 | \$ _____ |

EQUIPMENT RENTAL

| | <u>ADVANCE</u> | <u>FLOOR</u> | <u>AMOUNT</u> |
|-------------------------------|----------------|--------------|---------------|
| _____ 25' PATCH CABLE (CAT 5) | \$15.00 | \$20.00 | \$ _____ |
| _____ 8 PORT HUB | \$50.00 | \$75.00 | \$ _____ |
| _____ 12 PORT HUB | \$75.00 | \$100.00 | \$ _____ |
| _____ 24 PORT HUB | \$150.00 | \$200.00 | \$ _____ |

TOTAL ORDER \$ _____

WV SALES TAX (7%) \$ _____

TOTAL COST \$ _____

FLOOR RATES APPLY TO ALL ORDERS NOT RECEIVED AND PAID 7 BUSINESS DAYS PRIOR TO FIRST MOVE-IN DAY OF SHOW. ORDERS PLACED AT SERVICE DESK MUST BE PAID AT TIME OF ORDER. PAYMENT REQUIRES CHECK OR CREDIT CARD.

FIRM NAME _____ PHONE _____ BOOTH # _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

CREDIT CARD # _____ EXPIRATION DATE _____

BY _____ NAME _____ DATE _____

Authorized Signature

Please Print