



# MOSCONE CENTER

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

## TELECOMMUNICATIONS ORDER FORM

<b>CONTACT INFORMATION:</b>		
Event Name:	Event Date(s):	
Company:	Booth Number:	
E-Mail:	Phone:	
<b>SEND INVOICE TO:</b>		
Company:	Attn:	
Address:		
City:	State:	Zip Code:
E-Mail:	Phone:	

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

Event Name:	Service Dates:
Company :	Booth Number:
Contact On-Site:	Phone:

	Advanced Rate <small>10 business days before event</small>	Standard Rate	TOTAL	Includes:
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**TELEPHONE SERVICES**

Single Line Telephone	_____ x \$250.00	_____ x \$295.00	= _____	* Dial '9' to access outside line
Multi Line Telephone	_____ x \$305.00	_____ x \$355.00	= _____	* Touch-Tone telephone instrument, Telephone line and Dial tone
Speaker Telephone	_____ x \$305.00	_____ x \$355.00	= _____	
Polycom Telephone	_____ x \$450.00	_____ x \$500.00	= _____	* Voice/Fax/Data analog unrestricted telephone service
Deposit for Usage Charge		_____ x \$75.00	= _____	* Unused deposit balances are refundable
<b>Additional Services</b>				
Restricted Calls		_____ x \$15.00	= _____	
Call Waiting		_____ x \$15.00	= _____	
Remove Dial '9' Function		_____ x \$15.00	= _____	
Voicemail		_____ x \$25.00	= _____	

**INTERNET SERVICES**

Economy Plus	_____ x \$625.00	_____ x \$725.00	= _____	1 Access code for 1 device at 512Kbps
Standard Internet	_____ x \$1,145.00	_____ x \$1,345.00	= _____	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 (Dedicated Network)**

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

**Additional Services**

Additional Bandwidth (per Meg)	_____ x \$1,000.00	_____ x \$1,250.00	= _____	Can be added to ShowConnect only
Additional Access Code	_____ x \$135.00	_____ x \$165.00	= _____	Can be added to Standard Internet and Standard Wireless only
Additional Location	_____ x \$450.00	_____ x \$550.00	= _____	Can be added to ShowConnect only
Each additional Ethernet Cable	_____ x \$45.00	_____ x \$60.00	= _____	under 50 feet
Each additional Ethernet Cable	_____ x \$80.00	_____ x \$105.00	= _____	over 50 feet
In-Booth Hub Rental	_____ x \$125.00	_____ x \$175.00	= _____	

**TOTAL DUE FOR ALL SERVICES = \_\_\_\_\_**

**Please Note:** Customer/exhibitor provided wireless AP/router are not permitted on site.  
 All 802.11 wireless/RF will be provided by Moscone Facility Services.  
 Please email customer service, [internet@moscone.com](mailto:internet@moscone.com), with any questions and we will be happy to assist you.

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

Aisle No. \_\_\_\_\_

**Front of Booth**

Aisle No. \_\_\_\_\_

MFS USE ONLY		
Last 4-digits: _____	Extension No: _____	
<b>Date:</b> _____	<b>Amount:</b> _____	<b>Auth no:</b> _____
_____	_____	_____
_____	_____	_____