



# MOSCONE CENTER

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

## TELECOMMUNICATIONS ORDER FORM 2024

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

### Terms and Conditions

- Moscone Facility Services (MFS) is the exclusive internet/networking 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	\$100.00
Internet/Phone Line cancellation before installation	\$50.00
Phone Line cancellation after installation	50%
Internet Line cancellation after installation	50%

**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:

- Customer provided Wi-Fi access points are **prohibited**. Violation of this term is cause for service disconnection without refund.
- 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	
<b>Payment by Check:</b>	_____ Check (must ALSO enclose CC number)
<b>Payment by Credit Card:</b>	_____ 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/email/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 :	Booth Number:
On-Site Contact:	Phone:

	Advanced Rate 10 business days before event	Standard Rate	TOTAL	Includes:
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**INTERNET SERVICES**

Economy Plus (wired only)	_____ x \$775.00	_____ x \$850.00	= _____	1 Access code for 1 device up to 1Mbps shared
Standard Internet (wired only)	_____ x \$1,295.00	_____ x \$1,495.00	= _____	1 Access code for 1 device up to 10Mbps shared
Standard Wireless (wireless only)	_____ x \$950.00	_____ x \$1,000.00	= _____	1 Access code for 1 device up to 10Mbps shared

**Show Connect (Dedicated Internet Access)**

ShowConnect 3	_____ x \$4,195.00	_____ x \$4,695.00	= _____	All ShowConnect Services include 250 RFC1918 private IP addresses. DHCP is enabled by default. Routers and/or firewalls are permitted. Wi-Fi access available. <b>NO customer provided wireless AP or routers are permitted.</b>
ShowConnect 6	_____ x \$6,495.00	_____ x \$7,095.00	= _____	
ShowConnect 10	_____ x \$10,995.00	_____ x \$11,995.00	= _____	
ShowConnect 15	_____ x \$12,995.00	_____ x \$14,495.00	= _____	
ShowConnect 20	_____ x \$15,995.00	_____ x \$17,995.00	= _____	

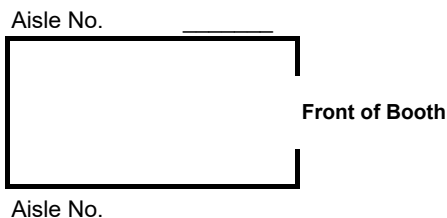
**Additional Services**

Additional Bandwidth (per Meg)	_____ x \$1,000.00	_____ x \$1,250.00	= _____	* Can be added to ShowConnect only
Additional Access Code	_____ x \$185.00	_____ x \$205.00	= _____	* Can be added to Standard Internet and Standard Wireless only
Additional Location	_____ x \$700.00	_____ x \$800.00	= _____	* Can be added to ShowConnect only
Each additional Ethernet Cable	_____ x \$70.00	_____ x \$95.00	= _____	under 50 feet
Each additional Ethernet Cable	_____ x \$100.00	_____ x \$135.00	= _____	
Ethernet Switch Rental	_____ x \$185.00	_____ x \$235.00	= _____	8, 16, or 24 port unmanaged switch

**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 Internet drop location in booth drawing below or attach floorplan



MFS USE ONLY	
Last 4-digits:	_____
Process Date:	_____
Amount:	_____
Add'l Charge:	_____
Extension No:	_____

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	= _____	
Conference Telephone	_____ x \$500.00	_____ x \$550.00	= _____	* Voice/Fax/Data analog unrestricted telephone service
Deposit for Usage Charge		_____ x \$75.00	= _____	

**Additional Services**

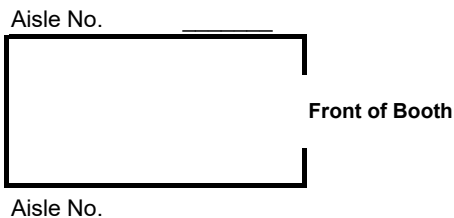
Restricted Calls		_____ x \$15.00	= _____	* All calls including local and long distance are charged on a per minute basis. This includes telephones used for dial-up service
Call Waiting		_____ x \$15.00	= _____	
Remove Dial '9' Feature		_____ x \$15.00	= _____	
Voicemail		_____ x \$25.00	= _____	

<b>TOTAL DUE FOR ALL SERVICES</b>	= _____	
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\* Unused deposit balances are refundable

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



MFS USE ONLY	
Last 4-digits: _____	
Process Date: _____	
Amount: _____	
Add'l Charge: _____	
Extension No: _____	