



# MOSCONE CENTER

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

## TELECOMMUNICATIONS ORDER FORM

Contact Information			
Event Name:		Event Date(s):	
Company:		Booth Number(s):	
Contact On-Site:	Phone:	E-Mail:	
<b>SEND INVOICE TO:</b>			
Company:		Attn:	
Address:			
City:		State:	Zip Code:
Phone:	Fax:	E-Mail:	

### 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 brought 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:

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

Event Name:	Service Dates:
Company :	Location:
E-Mail:	

**Order Form**

	Advanced Rate <small>10 business days before event</small>	Standard Rate	TOTAL	Includes:
<b>TELEPHONE SERVICES</b>				
<b>Basic Services</b>				
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	= _____	Voice/Fax/Data analog unrestricted telephone service
Polycom Telephone	_____ x \$450.00	_____ x \$500.00	= _____	
Deposit for Usage Charge		_____ x \$75.00	= _____	Unused deposit balances are refundable
<b>Additional Services</b>				
Restricted Calls		_____ x \$15.00	= _____	<b>** All calls including local and long distance are charged on a per minute basis. This includes telephones used for dial-up service</b>
Call Waiting		_____ x \$15.00	= _____	
Remove Dial '9' Function		_____ x \$15.00	= _____	
Voicemail		_____ x \$25.00	= _____	
ISDN Line	_____ x \$450.00	_____ x \$500.00	= _____	
Dry/Twisted Pair (within facility only)	_____ x \$395.00	_____ x \$450.00	= _____	
<b>INTERNET SERVICES</b>				
Economy Basic**	_____ x \$ 450.00	_____ x \$ 550.00	= _____	1 Private IP address 256Kbps
Economy Plus**	_____ x \$ 595.00	_____ x \$ 695.00	= _____	1 Private IP address 512Kbps
Standard Internet**	_____ x \$1,095.00	_____ x \$1,295.00	= _____	2 Public IP addresses 10Mbps shared
<b>ShowConnect</b>				
Basic	_____ x \$3,995.00	_____ x \$4,595.00	= _____	3Mbps with 4 static IP addresses
Advanced	_____ x \$4,995.00	_____ x \$5,595.00	= _____	6Mbps with 28 static IP addresses
<b>LANConnect</b>				
LAN 100	_____ x \$350.00	_____ x \$400.00	= _____	Layer 2 VLAN 100Mbps, 2 Locations
LAN 1000	_____ x \$500.00	_____ x \$600.00	= _____	Layer 2 VLAN 1000Mbps, 2 Locations
<b>Wireless Services - (Only available in meeting rooms and common areas)</b>				
Small Meeting	_____ x \$995.00	_____ x \$1,195.00	= _____	Up to 25 users, 1 configured AP 3Mbps
Large Meeting	_____ x \$3,000.00	_____ x \$3,500.00	= _____	Up to 100 users, 4 configured Aps 10Mbps
Sponsorship				Call for custom quote
<b>Additional Services</b>				
Additional Bandwidth (per Meg)	_____ x \$1,000.00	_____ x \$1,250.00	= _____	ShowConnect only
Additional IP Address	_____ x \$125.00	_____ x \$150.00	= _____	Standard Internet and ShowConnect only
Additional Location	_____ x \$ 350.00	_____ x \$400.00	= _____	ShowConnect and LANConnect only
Each additional Ethernet Cable	_____ x \$35.00	_____ x \$50.00	= _____	under 50 feet
Each additional Ethernet Cable	_____ x \$75.00	_____ x \$100.00	= _____	over 50 feet
In-Booth Hub Rental	_____ x \$100.00	_____ x \$150.00	= _____	

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

\*\*\*Wireless is not permitted on the show floor. If wireless is required for a demo, it must be approved by Show Management and Moscone Center Telecommunications in advance. SSID Broadcast must be turned OFF, WEP or WPA encryption enabled, and every device accessing the wireless must have a purchased IP address.

**IF ANY SPECIAL DATA AND/OR NETWORKING EQUIPMENT OR SERVICES ARE REQUIRED WHICH ARE NOT DETAILED ON THIS FORM, PLEASE E-MAIL: HWu@moscone.com**

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

Moscone Center _____	Aisle No. _____	<div style="border: 1px solid black; width: 100px; height: 100px; margin: 0 auto;"></div> <p style="text-align: center;">Front of Booth</p>	<p style="text-align: center;"><b>MFS USE ONLY</b></p> Extension No.: _____ Account No.: _____ Instrument No.: _____ Returned Phone(s): Y N
Moscone West _____	Aisle No. _____		