

CHARLESTON AREA CONVENTION CENTER

Attn: Building Services Department
 5001 Coliseum Drive – North Charleston, SC 29418

Phone: (843) 529-5026 Email: ServiceDesk@NorthCharlestonColiseumPAC.com Fax: (843) 529-5080

Please Type or Print Information & Fill Out Completely

| | | |
|----------------------|-----------------|--------------------|
| Event: | | Date/Time Install: |
| Exhibitor/Firm Name: | | Booth: |
| Address: | City/State/Zip: | |
| Contact Person: | Email Address: | |
| Telephone: | Fax: | |

ADVANCED RATES APPLY ONLY TO ORDERS RECEIVED & PAID IN FULL A MINIMUM OF 14 DAYS PRIOR TO THE FIRST SCHEDULED MOVE-IN DAY. STANDARD RATES APPLY TO ALL OTHER ORDERS. NO EXCEPTIONS.

| Quantity | | Advanced Rate | Standard Rate | Total |
|--|--|---------------|---------------|-------|
| INTERNET & CABLE SERVICE | | | | |
| <i>(Internet connection requires your computer to have a working network card. No DHCP / proxy / wireless servers allowed without prior approval.)</i> | | | | |
| _____ | Basic Internet Connection (Per Device) Wired/Wireless (256k) | \$150.00 | \$250.00 | _____ |
| _____ | Initial Show Internet Connection (Per Device) Wired/Wireless (512k) | \$350.00 | \$450.00 | _____ |
| _____ | Additional Show Internet Connection (Per Device) Wired/Wireless (512k) | | \$150.00 | _____ |
| _____ | Premium Connection (Up to 2Mbps) | \$2,500.00 | \$3,125.00 | _____ |
| _____ | Basic Cable TV Service | \$50.00 | \$75.00 | _____ |
| _____ | HD Cable TV Service (Requires 1 Week Advance Notice) | \$100.00 | \$150.00 | _____ |

Complimentary internet access is available for casual use, such as web browsing & email viewing, & is not recommended for any mission critical services such as product presentation or demonstration.

LINE SERVICES *(Long distance services & equipment rental not included)*

| | | | | |
|-------|--|----------|----------|-------|
| _____ | Standard Analog Line (excluding phone set) | \$200.00 | \$300.00 | _____ |
| _____ | Extending services of outside service providers..... (Analog - \$125.00 / ISDN - \$250.00 / T1 - \$500.00) | | | _____ |

For extending services, please contact the Telecommunications Department at (843) 529-5038

LONG DISTANCE SERVICES

(Must choose one or Option 1 is assumed. Credit Card authorization form is required before Option 2 is activated.)

- _____ Option 1: Local, Toll Free and Credit Card (0+) dialing
- _____ Option 2: Unrestricted Long Distance Service, Local, Toll Free, and Credit Card (0+) dialing

EQUIPMENT RENTAL *(Must choose one)*

| | | | |
|-------|------------------------|---------|-------|
| _____ | Single Line Sets | \$30.00 | _____ |
| _____ | Multi-Line Sets | \$75.00 | _____ |

TELECOMMUNICATIONS TECHNICIAN LABOR

(Special placement, repairs and other special services will require pre-paid labor. Labor must be purchased in 1-hour increments)

Description of Work: _____

| | | | |
|-------|--|------------|-------|
| _____ | Monday – Friday 8AM – 5PM (except holidays) | \$55.00/hr | _____ |
| _____ | Monday – Friday 5PM – 8AM and Saturday (except holidays) | \$75.00/hr | _____ |
| _____ | Sunday & Holidays | \$95.00/hr | _____ |

Did you...

- Read the Regulations on the reverse side of this form?
- Complete all event, company & booth information?
- Provide payment in full?
- Return order form & payment to the CACC a minimum of (14) fourteen days prior to first exhibitor move-in day to receive advanced rate?

Order Total \$ _____

Method of Payment

- Check *(Made payable to: Charleston Area Convention Center)* Check No: _____ Cash *(US Currency Only)*
- Visa MasterCard Discover American Express

Credit Card Number: _____ Expiration Date: _____

Signature: _____ Print Name: _____

GENERAL REGULATIONS

1. **THERE WILL BE NO RESALE OR SHARING OF ANY TELECOMMUNICATIONS SERVICES PURCHASED.**
2. All order form information must be completed in full for the order to be processed. Incomplete order forms could result in processing and service installation delays.
3. **ADVANCE ORDERS:** To receive the advance rate, orders and payment must be received a minimum of 14 days prior to the first scheduled move-in day.
4. **CREDIT WILL NOT BE GIVEN FOR SERVICE INSTALLED AND NOT USED.** Notice of cancellations must be received prior to start of event load-in in order to receive credit.
5. Rates quoted for all connections cover only the installation of the service to the booth in the most convenient manner as determined by the Charleston Area Convention Center (CACC) and DO NOT include connecting equipment to provided services. Special placement or relocation of service will result in a pre-paid labor charge.
6. All materials and equipment furnished by or rented from CACC shall remain within the Facilities and shall not be removed.
7. Under NO circumstances shall anyone other than the CACC Technical Personnel make any modifications or alterations to any equipment or materials furnished by the CACC.
8. **OBSTRUCTIONS BLOCKING UTILITY FLOOR BOXES ARE SUBJECT TO RELOCATION AS NECESSARY.** Unless otherwise directed, CACC personnel are authorized to cut floor coverings to permit installation of service.
9. The choice of the Internet Service Provider (ISP) is at the sole choice of CACC. If the client requires that a specific vendor provide these services, arrangements must be made ten (10) weeks before move-in and will result in additional charges.
10. Due to the nature of the Internet, CACC cannot guarantee any level of performance or accessibility beyond **our** gateway. The Internet gateway has the capabilities to monitor traffic and bandwidth usage in order to maintain a level of performance from the Ethernet network for all users.
11. Claims will not be considered unless filed in writing prior to close of the show.
12. Prices are subject to change without notice.

SERVICE INSTALLATION AND EQUIPMENT

1. The exhibitor is responsible for **ALL** telephone calls charged to their line(s).
2. Long Distance calls, Directory Assistance calls and other services will be billed at the rate of \$.25/min. Long Distance calls are billed on a PER MINUTE basis. Directory Assistance calls are billed on a PER CALL basis.
3. All telephones within CACC are restricted from dialing 976 and 900 numbers. All are allowed 911 calls.
4. The exhibitor will be responsible for all telephone equipment / materials while in their possession. Equipment and Materials must be picked up and returned by exhibitor at the Service Desk. **EQUIPMENT NOT RETURNED OR DAMAGED WHILE IN THE POSSESSION OF EXHIBITOR WILL RESULT IN A REPAIR / REPLACEMENT CHARGE TO BE BILLED AS FOLLOWS:**
Single Line Sets \$ 50.00 Multi-Line Sets \$ 500.00
5. All equipment provided by exhibitor must be Touch Tone capable and meet F.C.C. Regulations. The CACC assumes no responsibility for any equipment or material provided by the exhibitor.
6. We do not guarantee higher transmission speeds unless the Premium Internet Connection is purchased.
7. All wireless connections must be approved or purchased through CACC.
8. Premium Service is sold in Mb increments and bandwidth is determinate based on intended use and amount of users. It is delivered via a single 100baseT Ethernet cable or wireless. Servers are allowed (excluding wireless).
9. For multiple Internet connections, please contact the Telecommunications department at 843-529-5038.
10. Computers that are in a different area than that of the server will be patched using the CACC infrastructure, at a cost of \$20.00 per port.

For additional information visit www.CharlestonConventionCenter.com