



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:	
SEND INVOICE TO:			
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:
TELEPHONE SERVICES						
Basic 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	=	_____	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
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' 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	=	_____	
INTERNET SERVICES						
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
ShowConnect						
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
LANConnect						
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
Wireless Services - (Only available in meeting rooms and common areas)						
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
Additional Services						
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 _____ Moscone West _____	Aisle No. _____ <div style="border: 1px solid black; width: 100px; height: 100px; margin: 0 auto;"></div> Front of Booth Aisle No. _____	<p style="text-align: center;">MFS USE ONLY</p> Extension No.: _____ Account No.: _____ Instrument No.: _____ Returned Phone(s): Y N
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