



# MOSCONE CENTER

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

## TELECOMMUNICATIONS ORDER FORM 2025

| 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 order cancellation after installation          | 50%      |
| Internet order 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<br>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<br>10 business days before event | Standard Rate | TOTAL | Includes: |
|--|--|---------------|-------|-----------|
|--|--|---------------|-------|-----------|

**INTERNET SERVICES**

|                                   |                    |                    |         |  |
|-----------------------------------|--------------------|--------------------|---------|--|
| Economy Plus (wired only)         | _____ x \$800.00   | _____ x \$900.00   | = _____ | 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 \$1,000.00 | _____ x \$1,050.00 | = _____ | 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 | = _____ |  |

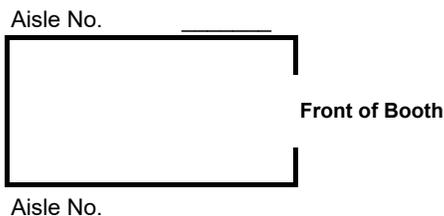
**Additional Services**

|                                |                    |                    |         |  |
|--------------------------------|--------------------|--------------------|---------|--|
| Additional Bandwidth (per Meg) | _____ x \$1,000.00 | _____ x \$1,250.00 | = _____ | * Can be added to ShowConnect only                             |
| Additional Access Code         | _____ x \$190.00   | _____ x \$210.00   | = _____ | * Can be added to Standard Internet and Standard Wireless only |
| Additional Location            | _____ x \$750.00   | _____ x \$850.00   | = _____ | * Can be added to ShowConnect only                             |
| Each additional Ethernet Cable | _____ x \$75.00    | _____ x \$100.00   | = _____ | under 50 feet  |
| Each additional Ethernet Cable | _____ x \$105.00   | _____ x \$140.00   | = _____ |  |
| Ethernet Switch Rental         | _____ x \$190.00   | _____ x \$240.00   | = _____ | 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<br><small>10 business days before event</small> | Standard Rate | TOTAL | Includes: |
|--|---|---------------|-------|-----------|
|--|---|---------------|-------|-----------|

**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**

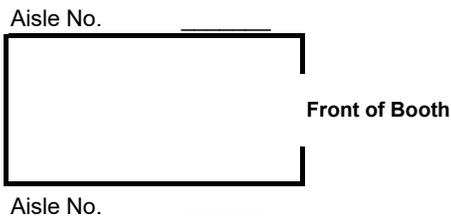
|                         |  |                 |         |  |
|-------------------------|--|-----------------|---------|--|
| Restricted Calls        |  | _____ x \$15.00 | = _____ | * All calls including local and long distance are charged on a per minute basis. This includes telephones used for dial-up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

|                                   |         |  |
|-----------------------------------|---------|--|
| <b>TOTAL DUE FOR ALL SERVICES</b> | = _____ |  |
|-----------------------------------|---------|--|

\* Unused deposit balances are refundable

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