

RETURN THIS FORM TO:
PCCA ORDER PROCESSING
1101 Arch Street
Philadelphia, PA 19107
Phone: (215) 418-4800
Fax: (215) 418-4805
utilities@paconvention.com



Market Place Events
Home Show
January 14-22, 2012
Advance Order Deadline:
December 20, 2011

HIGH SPEED INTERNET SERVICE ORDER

(Please read instructions, explanation of services and regulations on reverse side)

Exhibiting Firm: _____ Booth No.: _____

Address: _____ Event: _____

City: _____ State: _____ Zip: _____

Exhibitor Contact Name: _____ Title: _____

Phone: (____) _____ FAX: (____) _____ E-Mail: _____

CREDIT CARD AUTHORIZATION REQUIRED for advance order, on-site charges, labor, and materials

Visa MasterCard Amex Account Number: _____ Exp Date: _____

Print Card Holder's name: _____ Signature: _____

Check enclosed #: _____ Amount: _____

HIGH SPEED INTERNET SERVICES (PRIVATE CHANNEL DIGITAL SUBSCRIBER LINE INTERNET ACCESS)

QTY	SERVICE	ADVANCE	STANDARD	TOTAL
	FASTLINK Service at 3 mb/s , Ethernet connection includes 20 public IP addresses and one 16-port data switch.	\$4,200.00	\$4,725.00	
	PUBLIC IP Service at 1.5 mb/s , includes (2) Public IP addresses and an 8-port Ethernet hub. Required for Web hosting and VPN's	\$1,365.00	\$1,680.00	
	Additional Public IP Address – Each computer Requires 1 IP address / Public IP Service must be ordered first.	\$210.00	\$263.00	
	PRIVATE IP Service at 1.5 mb/s , includes (2) Private IP addresses and an 8-port Ethernet hub. Required for surfing the Internet.	\$1,050.00	\$1,365.00	
	PRIVATE IP Service at 784 kb/s , includes (2) Private IP addresses and an 8-port Ethernet hub. Required for surfing the Internet.	\$735.00	\$1050.00	
	Additional Private IP Address – Each computer requires 1 IP address / Private IP Service must be ordered first.	\$158.00	\$210.00	
	Analog Voice Line - with Local & Long Distance service & telephone instrument with the purchase of High Speed Internet service.	\$210.00	\$210.00	
	Point-to-point Network connection within the building	\$630.00	\$840.00	
HIGHER BANDWIDTH PACKAGES AND ADDITIONALSERVICES ARE AVAILABLE		Sub Total		
CALL FOR QUOTE – 215.418.4800		8% Sales Tax		
Attach Floor Plan as required		TOTAL		

TO ORDER ON-LINE VISIT OUR WEBSITE AT WWW.PACONVENTION.COM

RATES EFFECTIVE JANUARY 1, 2012 – RATES SUBJECT TO CHANGE

PCCA HIGH SPEED INTERNET TERMS & CONDITIONS

1. INSTRUCTION FOR COMPLETING ORDER FORM

- a. Order must be typed or clearly printed, illegible forms will delay processing.
- b. Services requested at location other than back of booth must include proper forms and diagrams.
- c. For services and equipment not listed on the service order form, call the PCCA Utility Services Department for availability and quotes at (215) 418-4800 or e-mail utilities@paconvention.com

2. EXPLANATION OF SERVICE

- a. Rates shown for services are for the duration of event and includes installation to exhibitor booth in the most convenient manner, in most cases to the back center of an in line booth or perimeter of island and peninsula booths. All services originate from the floor unless otherwise noted or requested.
- b. Advance orders will be installed based on the schedule determined by the General Service Contractor and/or Show Management. On site orders will be processed in the order that they are received at the PCCA Service Desk.

3. RULES & REGULATIONS FOR INTERNET SERVICE

- a. Services provided **may not be** shared by multiple exhibits.
- b. All materials and equipment furnished by Pennsylvania Convention Center and/or its sub-contractors shall remain the property of Pennsylvania Convention Center and/or its sub-contractors.
- c. Pennsylvania Convention Center and its sub-contractors are authorized to cut floor coverings to gain access to utility floor ports should this be required during installation.
- d. The use of any wireless devices including, but not limited to, wireless routers and switches that interfere with the PCC wireless frequency is prohibited.
- e. The PCC does not guarantee the routing, throughput or performance expressed or implied of any data circuits with regards to Internet access, network backbones beyond any facility we service.
- f. The PCC will not supply security services such as firewalls etc. for any data circuit we provide. It is the responsibility of exhibitors or customers to provide such security measures.
- g. The PCC requires that all devices accessing the PCC Network have the latest virus scan software, windows security updates and any other precautions necessary to protect yourself and others from viruses, malicious programs and other disruptive applications. Any device that adversely impacts PCC's network will be disconnected from the network with or without prior notice at PCC's discretion. Additional charges may apply for troubleshooting diagnosis and/or problem resolution.
- h. All Internet and equipment will be collected within 1 hour after close of show; exhibitors are responsible for loss or damage to PCC equipment until PCC staff receives said equipment.
- i. **It is the responsibility of the client to provide the following:**
 1. Standard 10BaseT Ethernet adapter (RJ 45 Interface) for each computer.
 2. Network Driver: TCP/IP
 3. Proper configuration of computer equipment for TCP/IP connection.
 4. Electrical service for your booth, room, or service location.
- j. **To insure availability, all Internet orders must be received 21 days before the move in of event. Availability for orders received after that time cannot be guaranteed.**

4. PAYMENT TERMS & CONDITIONS

- a. **Full payment is due with service order.** Credit Card Pre-authorization for on site charges, labor and materials is required when placing an order. Acceptable forms of payment are: company check (drawn on a U.S. bank) payable to **Pennsylvania Convention Center Authority, (PCCA)** and accepted credit cards. Service orders will not be processed without payment. Telephone orders must include a valid credit card number even when paying by check (to facilitate the invoicing of usage charges). Exhibiting firms with outstanding balances from prior events must submit payments, otherwise services will not be provided.
- b. Advance rates will be applicable to service orders received by PCCA 21 days prior to event opening date or the deadline date noted on front of this form. Service orders received less than 21 days prior to opening date of event and on site will be billed at the standard rate.
- c. Third party billing is available upon request. Please contact the PCCA Finance Department at 215-418-4793 for approval.
- d. Outstanding balance for services will be automatically billed to the credit card on file.
- e. Credit will not be given for service installed and not used. Services canceled without 21 day prior written notice are subject to a cancellation fee of 25%.
- f. A \$25.00 handling charge will be assessed for returned checks due to insufficient funds.
- g. Cancellation of services must be received by Pennsylvania Convention Center Utility Services Department 21 days prior to the event.
- h. Rates are based on current wages and are subject to change without notice.
- i. **Claims** regarding services provided by PCCA will not be considered unless filed by customer issued prior to the close of show.
- j. **Refunds** of overpayments will be issued by submitting request to PCCA Finance Department within 30 days of the close of final invoicing.
- k. For unpaid balances on **pre-approved** invoices, terms will be net, due and payable upon receipt of invoice. Effective 30 days after invoice date, any unpaid balances will bear a **FINANCE CHARGE** at the lesser of the maximum rate allowed by law, or 1.5% per month by law. The finance charge shall automatically be reduced to the maximum rate allowed. Any excess finance charge received by the PCCA shall be applied to reduce the principal unpaid balance or refunded to the payer. This payment Terms & Conditions agreement shall be governed by and construed in accordance of the laws of the Commonwealth of Pennsylvania
- l. International exhibitors are required to make 100% pre-payment for services. Payment may be made by check in U.S. funds drawn on a U.S. bank or by approved credit card.
- m. For companies exempt from sales tax, PCCA requires an exemption certificate for the Commonwealth of Pennsylvania. Resale certificates are not valid unless re-billing charges to customers.

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