

ATTN: Building Services Department

5001 Coliseum Drive North Charleston, SC 29418

Telephone: (843) 529-5026 E-mail: ServiceDesk@northcharlestoncoliseum.com Fax: (843) 529-5080

(Please Type or Print Information)

Event:		Date/Time of Install:
Firm Name:		Booth Number:
Address:		Zip Code:
Contact Person:	Telephone:	Fax:

ADVANCE RATES APPLY ONLY TO ORDERS PAID IN FULL AND RECEIVED 14 DAYS PRIOR TO THE FIRST SCHEDULED MOVE-IN DAY. STANDARD RATES APPLY TO ALL OTHER ORDERS, NO EXCEPTIONS.

LINE SERVICES: (Long distance services & equipment rental not included)	ADVANCE RATE	STANDARD RATE	TOTAL
QUANTITY			
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)			

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

INTERNET & CABLE SERVICE:

(Internet connection requires your computer to have a working network card. No DHCP / proxy / wireless servers allowed without prior approval.)

Internet Connection (Per Computer) Wired/Wireless	\$350.00	\$450.00	
Premium Connection (Per 1 Mbps)	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	

For Special Services (ISDN, T1, Computer Equipment, etc.), please contact the Building Services Department for pricing and availability

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)

Monday – Friday 8 am – 5 pm (except holidays)	\$45.00/hour	
Monday – Friday 5 pm – 8 am and Saturday (except holidays)	65.00/hour	
Sunday and Holidays	85.00/hour	

Order Form Checklist

Did you remember to?

- Read all Regulations on the reverse side of this form?
- Enclose payment in full?
- Complete all event, booth and company information clearly and completely?
- Return form and payment to the CACC a minimum of (14) fourteen days prior to exhibitor arrival to receive advanced rate?

PAYMENT METHOD

FULL PAYMENT MUST ACCOMPANY ORDER

Check/Cash (U.S. Currency Only), **Made payable to: Charleston Area Convention Center**

Visa MasterCard Discover American Express

Credit Card Number: _____ Expiration Date: _____

Signature: _____

GENERAL REGULATIONS

Telecommunications

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 installation 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. All lines are suitable for dial-up data transmission, however 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 isolated from the overall event network and includes up to 28 LAN IP addresses. It is delivered via a single 10baseT Ethernet cable. Servers are allowed (excluding wireless), providing access to the Internet to no more than 28 devices within your network.
9. For multiple Internet connections, please contact the Telecommunications department at 843-529-5034.
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.