

Exhibitor - IT Services



managed by:



Company Name: _____

Event Name: _____ Booth/Room #: _____ Event Dates: _____

Billing Address: _____

City, State/Country, Zip: _____ Phone: _____ Fax: _____

Contact: _____ Email: _____

Instructions: Complete and return this form and method of payment to your Event Services Representative at the Reno Sparks Convention Center.

Pre Order-Discount rate applies to orders with payments received 14 days prior to show move-in date. All others are automatically billed at the standard rate.

Payment for services must be made within 14 days of the first day of move in for pre-order pricing or within 72 hours of the first day of move in for standard pricing.

Payment may be made with by check or with a credit card.

If paying by check, it must be received within 14 days before the first day of move in. Make checks payable to ASM and return to RSCC with this form. If paying by credit card, this form and the attached credit card authorization form must be faxed to 775.229.7501, to the attention of your Sales and Events Manager. Please do not email your credit card information.

Cancellations: are accepted until 48 hours prior to move-in.

Prices subject to change.

TELEPHONE SERVICE (Includes 1 Phone 1 Cable)	PRE-ORDER	STANDARD	# OF DAYS	QTY.	TOTAL
VoIP (Internet Phone) Dial '9'	\$200	\$250			\$
Analog Phone line/POTS/Credit Card Line	\$100	\$150			\$
Conference Phone Set - includes set-up	\$150	\$200			\$

INTERNET NETWORK SERVICES					
Wi-Fi/Wireless Internet (Per Device & Per Day)	PRE-ORDER	STANDARD	QTY.	TOTAL	
BASIC — Up to 512K -1 Mbps / Basic Access	\$11.95	\$18.95		\$	
STANDARD — Up to 1.5 - 3 Mbps / Emails, Internet Browsing	\$19.95	\$29.95		\$	
PREMIUM — Up to 5 - 8 Mbps / Credit Card Processing	\$29.95	\$39.95		\$	
ELITE — Up to 10 Mbps / Fast, Large File Downloads	\$74.95	\$89.95		\$	

SHARED WIRED CONNECTIONS (SHARING BUILDING'S NETWORK) NO ROUTER ALLOWED					
	PRE-ORDER	STANDARD	QTY.	TOTAL	
Up to 10 Mbps — Emails and web browsing	\$800	\$1,000		\$	
Up to 25 Mbps — Fast web browsing	\$1,250	\$1,500		\$	
Up to 50 Mbps — Reliable media streaming	\$2,500	\$3,000		\$	
Up to 100 Mbps — Gaming, simultaneous streaming, large downloads	\$4,500	\$5,000		\$	

*Includes 1 Ethernet cable connection

DEDICATED WIRED CONNECTIONS					
	PRE-ORDER	STANDARD	QTY.	TOTAL	
Up to 10 Mbps — 1 Public IP address	\$4,500	\$5,000		\$	
Up to 25 Mbps — 1 Public IP address	\$7,000	\$7,500		\$	
Up to 50 Mbps — 1 Public IP address	\$12,000	\$13,000		\$	

*Includes 1 Ethernet cable connection

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ADDITIONAL NETWORK SERVICES				
	PRE-ORDER	STANDARD	QTY.	TOTAL
Additional Network Drops/Ethernet cable locations	\$150	\$200		\$
Ethernet Cable – Up to 50ft – Category 5e	\$25	\$35		\$
Switch Rental – up to 24 ports	\$120	\$150		\$
IT Support Services – Per Hour & Per Person	\$250	\$300		\$

*Overtime rate of an additional 25% may apply after business hours 8am to 5pm M-F.

GRAND TOTAL:	\$
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Payment in full is required with your order. Payments not received 14 days prior to show will be collected at the standard rate. Services will not be provided until payment is received. Review Terms and Conditions to find additional information concerning your order.

AUTHORIZED SIGNATURE: _____ Date: _____

PAYMENT TYPE (Check One): Check Credit Card E-Check

For additional information, please contact your Sales Event Manager

RSCC USE:

Floor Plan? Yes _____ No _____ Payment Rec'd.: _____