

Event Name:
Contact Name:
Convention Services Manager:
Install Date:
Install Time:
Remove Date:
Remove Time:
Room Name / Booth Number:



Telecom / Network Order Form
 400 Olive St.
 Dallas, Tx. 75201
 phone: 214-922-0343
 fax: 214-777-6512

Item Number	Description	Units	Days	Cost	Extension
Telecommunication					
1	Additional Housephone (1 per meeting is supplied complimentary)			\$ 100	\$ -
2	*Standard Convention Phone-with long distance and direct inward dial			\$ 225	\$ -
3	*Outside phone line from AT&T			\$ 350	\$ -
4	*Digital Phone with Display			\$ 350	\$ -
5	Voicemail added to item 1,2,4			\$ 50	\$ -
6	*Basic Speaker Phone			\$ 275	\$ -
7	*Advanced Speaker Phone (Polycom)			\$ 375	\$ -
8	ISDN line			\$ 350	\$ -

* Usage: billing rates are based on AT&T operator daytime assisted rates + surcharges
All telephones moved, added, changed, or reprogramed on site will incur an additional \$50 fee

High Speed Internet Services
 A Full DS3 circuit supports the HSIA Network. The network assigns public, routable IP addresses via DHCP. Static IP addresses available upon request. Hubs, cables, and set-up are provided at no additional cost for up to 25 computer connections. All HSIA is on a shared network unless Dedicated HSIA is requested below. Full T1 includes DHCP or Static addressing support for up to 200 computers, and 4 hours of set-up support at no additional cost. The use of routers, servers, NAT or VPN hardware devices are only permitted on the 'Unlimited Computer Connection' pricing packages.

Item Number	Description	Units	Days	Cost	Extension
9	Computer Connection per day/per meeting room			\$ 250	\$ -
10	Unlimited Computer Connection - 1.5MBps			\$ 3,000	\$ -
11	Unlimited Computer Connection - 3MBps			\$ 5,500	\$ -
12	Over 3MBps: _____			Please Call	
13	Wireless - Unsecured (per computer/per day)			\$ 275	\$ -
14	Wireless - Secured (per computer/per day)			\$ 300	\$ -
15	Dedicated HSIA (Items 9, 10, 11, 12, 13 or 14 must be ordered on this form)			\$ 300	\$ -

All moves, additions, changes on site will incur an additional \$50 fee

Additional Options and Advanced Services					
16	VLAN / Room to Room Connections			\$ 300	\$ -
17	Onsite Helpdesk / Engineering Support (per hour)			\$ 200	\$ -
18	Event Management			\$ 1,500	\$ -
19	Reader Board Advertising / Display			\$ 500	\$ -
20	8 Port Switch			\$ 75	\$ -
21	CAT5 Ethernet Cables			\$ 25	\$ -
22	Custom HSIA Request 1: _____			Please Call	
23	Custom HSIA Request 2: _____			Please Call	

SubTotal	\$ -
Service Charge (22%)	\$ -
Tax (8.25%)	\$ -
Total	\$ -

Please Note:
 Prices subject to change without notice. Please call to verify rates.
 Method of payment must be received prior to service.

Billing Information

Company Name: _____

Address: _____ **City / State:** _____ **ZIP:** _____

Master Account / PO #: _____

Credit Card Type: _____ **CC#** _____ **Exp. Date:** _____

Name as appears on CC: _____ **Signature:** _____