



Bayside Expo Center
 200 Mount Vernon Street, Boston, MA 02125
 Phone: 617-474-6000 Fax: 617-265-8434



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|----------------------|------------------------------|
| EVENT: | Event Dates: |
| Company Name: | Authorized By: |
| Billing Name: | Billing Address: |
| City: | State & Zip Code: |
| Contact: | Telephone #: |

PAYMENT MUST ACCOMPANY ORDER: VISA American Express MasterCard Company Check*

*Customers who choose to pay by check must also supply a valid credit card number. Your signature below indicates you acknowledge and agree to all terms and conditions herein and will authorize Bayside Expo Center to bill your credit card.

| | | |
|-------------|-----------------|------------------------------|
| CARD NUMBER | EXPIRATION DATE | NAME (AS IT APPEARS ON CARD) |
|-------------|-----------------|------------------------------|

| | |
|----------------------|-----------------|
| AUTHORIZED SIGNATURE | DATE AUTHORIZED |
|----------------------|-----------------|

Booth Number/Location: _____ Special Instructions: _____

HIGH-SPEED INTERNET ACCESS SERVICE OFFERINGS:

| SERVICE & DESCRIPTION | FEE | SPECIAL INSTRUCTIONS | # DAYS | # BRIDGE(S) NEEDED |
|--|-----------------|--|--------------|--------------------|
| 1. STANDARD WIFI 256K bandwidth, Private IP address using DHCP | \$9.95 per day | PURCHASE VIA CREDIT CARD AT SHOW (LOGIN SCREEN WILL PROMPT FOR PAYMENT) | At show | n/a |
| 2. WIRELESS BRIDGE RENTAL Allows computers that are not WiFi enabled to access the Internet by using Ethernet port. | \$4.95 per day | USE THIS FORM TO RESERVE IN ADVANCE (\$9.95 per day Wifi service still applicable – will need credit card at show to log on) | | |
| 3. CABLE DROP FOR ETHERNET HAND-OFF CAT5 Ethernet hand-off for HSIA (T1 access (<u>not</u> dedicated T1) or Video Stream) | \$300 setup fee | Note: All CAT5 drops, Premium Service and Firewall Changes MUST ORDER AT LEAST 2 WEEKS PRIOR TO SHOW MOVE-IN | | |
| 3A. PREMIUM SERVICE 384K bandwidth, dedicated IP address | \$49.95 per day | | | |
| 3B. FIREWALL CHANGES Edits to firewall for specific needs. | \$275 setup fee | | | |
| SPECIAL ORDER SERVICE Any technical consulting or assistance for show | TBA | Note: MUST ORDER AT LEAST 2 WEEKS PRIOR TO SHOW MOVE-IN | | |
| | | | TOTAL | \$ |

Terms and Conditions:

- Contracts for special services must be received no later than two weeks prior to first day of show to ensure service.
- To assist us in processing your service contract, payment for service must accompany contract. Incomplete contract forms will delay processing. Booth Number(s) must be identified on face of form and location of telephone jack in booth must be designated under special instructions.
- NO REFUNDS OR CREDIT will be given for services installed and not used or cancelled after installation.
- A \$50.00 service charge will be assessed to relocate your line after installation.
- Bayside takes no responsibility for exhibitor equipment incompatible with Bayside Expo Center equipment.
- Any claims will not be considered unless filed by exhibitor prior to close of the Event at Bayside Expo Center
- Bridges rented but not returned to South Lobby Security at the close of show will be charged \$150.00 missing equipment fee**
- Live video streaming from our dedicated Wifi system is prohibited. Violators will be shut down by Bayside Management**



Please save this form as it will be the only receipt of your transaction.

