

THE INTERNATIONAL CENTRE

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www.internationalcentre.com

Phone: 905.678.5615
Please Return by Fax: 905.678.5614 or
Email: support@internationalcentre.com

Exhibitor Internet & Telephone Order Form

EVENT INFORMATION				
Event Name:			Event Date(s):	
Onsite Contact Person:			Booth Number(s):	
Exhibiting Company Name:			Phone Number:	Ext.
Billing Address:			Fax Number:	
City:	Province/State:	Postal/ Zip Code:	Contact Email Address:	

IMPORTANT! Please read the following information carefully
Unless otherwise specified, services are placed in the most convenient location(s) as determined by the International Centre. To ensure accurate placement of services, please attach a booth map or floor plan sketch to this order form.

INTERNET SERVICES Advance Rates Expire:
Ten (10) business days prior to
the 1st move-in day of the event.
Onsite orders are available at Standard Rates

Wireless High Speed Internet:	Advance Rate	Standard Rate	QTY	Total
Wi-Fi High Speed Internet - Single Connection (First Connected Device) 5 Mbps Service	\$(\$)	\$4&		
Wi-Fi High Speed Internet - Each Additional Connection	\$1+5	\$2&		
Wired High Speed Internet:	Advance Rate	Standard Rate	QTY	Total
Wired Internet - High Speed Single Connection (each unique location) 5 Mbps	\$6+5	\$7+5		
Wired Internet - Ultra High Speed Single Connection (each unique location) 10 Mbps	\$10+)	\$1&00		
Wired Internet - Extreme High Speed Single Connection (each unique location) 25+ Mbps	Call for Pricing			
Add an additional Wired Device to a Location (*see General Terms and Conditions #13)	\$&\$0	\$2) 0		
Under Carpet Wiring (Must provide floor plan in advance)	\$1% /drop	\$2' 0/drop		

TELEPHONE SERVICES ****MUST DIAL 9 FOR ALL CALLS****

Phone Line Options:	Advance Rate	Standard Rate	QTY	Total
Phone Line - Analog Local Service Only	\$2&\$	\$&+5		
Phone Line - Analog Long Distance Enabled	\$2) \$	\$3&		
Phone Line - Analog Debit/Credit Card Line for Point of Sale Devices	\$2&\$	\$2+)		

RENTAL EQUIPMENT

Wi-Fi Bridge - Delivers Wired Connection for High Speed Internet 5 mbps	\$) \$\$	\$5) 0		
5-Port Network Switch	\$+5	\$100		

CUSTOMER PAYMENT AUTHORIZATION		Grand Total
I, the Customer, have read and understand that by placing this order I am bound by the attached Terms and Conditions. I hereby authorize the International Centre to charge the total amount, as well as any charges incurred due to utilizing the services installed (i.e. long distance fees) to my credit card noted below.		Sub Total
		13% HST
		Total
Billing Email:	<input type="checkbox"/> Visa <input type="checkbox"/> Master Card <input type="checkbox"/> American Express	
Credit Card Number:	Expiry Date: (MM/YY)	
Name on Credit Card:	Cardholder's Signature:	

More detail about our services and FAQs can be found at www.internationalcentre.com/services/information-technology.html

THE INTERNATIONAL CENTRE

Telecom Department

Use this form if you have ordered **WIRED** internet, telephone, or debit/credit lines to your booth.
We do NOT require this layout for Wireless services.

Show Name _____ Show Dates _____
 Company _____ Booth # _____
 Contact Name _____ Phone Number _____ Email address _____

Time saving tip! – If you have a similar map already drawn for Showtech Power and Lighting, you can forward us that map with the Internet, Telephone or POS, or Debit/Credit lines marked on it

- Use bold lines to indicate the outline of your booth.
- Circle the correct booth type and fill in the proper orientation around your booth.
 INLINE BOOTH, PENINSULAR BOOTH, ISLAND BOOTH
- On the grid, mark your desired location of your connections using the following letters:
 - I = Wired Internet
 - T = Telephone Line
 - P = POS, or Debit/credit phone line
 - U = Under Carpet

Back of Booth – Indicate Adjacent Booth or Aisle Number: _____

Front of Booth – Indicate Adjacent Booth or Aisle Number: _____

International Centre Telecommunications

General Terms and Conditions

1. Financial Terms:

- (a) **Telecommunications order forms must be received by the International Centre at least ten (10) business days prior to the event move-in date to qualify for Advance Rates. NO EXCEPTIONS.**
- (b) Standard rates are applicable to all telecommunications order forms received less than ten (10) business days prior to the event move-in date.
- (c) The Customer is responsible for all long-distance, directory assistance and operator assisted calls that are charged against the assigned telephone number(s).
- (d) **Payment by VISA, American Express, or Master Card credit card must accompany all telecommunications orders. No order will be processed without payment.**
- (e) The International Centre reserves the right to require a deposit for certain services and/or equipment, prior to installation.
- (f) Telecommunications services may be denied to Customers with outstanding balances from prior events. Current event balances and/or charges incurred for additional service(s) must be paid in full prior to the commencement of the event or service(s) will be disconnected. NO EXCEPTIONS.
- (g) The Customer is responsible for replacement or repair charges of lost or damaged equipment. The Customer authorizes the International Centre to apply such charges, if any, to the Customer's credit card.
- (h) If the Customer provides written notice of cancellation of its order at least seven (7) days prior to the event's move-in date, a \$25.00 plus taxes cancellation fee shall apply. No refund shall be given to Customers for orders cancelled within the seven (7) day period prior to the event's move-in date.
- (i) A charge of seventy-five dollars (\$75.00) plus taxes will be applied to each change, move or repair required.
- (j) Refunds for overpayment will be processed by the International Centre within thirty (30) days of the event's closing date.
- (k) Refunds will not be issued for orders cancelled after the event opens or for services installed and not used during the event.
- (l) Prices are subject to change without notice.
- (m) Equipment ordered is subject to availability.

2. Telephone/data services are contracted for event days only, not for move-in and move-out. Telephone/data services will be connected prior to the commencement of the first show day of the event and will be disconnected following the event's close on the last show day of the event.

3. It is the Customer's responsibility to ensure safe return of equipment supplied by International Centre Telecommunications. All such equipment must be returned to the International Centre Telecommunications office in Hall #1 or the Show Office within 1 hour of the close of the event. The Customer agrees to be charged for any equipment not returned in good working order, normal wear and tear excepted.

4. All service interruptions must be immediately brought to the attention of the Telecommunications Department. The International Centre's cumulative liability, if any, to the Customer for damages arising out of, or in connection with this telecommunications order will in no event exceed the applicable rental charge.
5. Rates listed for all connections include bringing the service(s) ordered to the booth in the manner most convenient to the International Centre, and do not include any additional equipment, special wiring, computer hardware/software/set-up/configuration and/or special placement of communications service(s).
6. Only an authorized International Centre technician is permitted to do wiring at the International Centre (excluding in-booth cabling). Delivery of all telephone/data transmission lines ordered from an outside vendor will only be allowed to a demarcation point specified by the International Centre. Additional fees will apply to extend service(s) to the booth.
7. The International Centre reserves the right to disconnect and/or remove any Customer equipment that is causing disruptions to any part of the International Centre's infrastructure. The Customer may reconnect its equipment only after the problem has been rectified to the satisfaction of the International Centre.
8. Basic Analog Lines with local calling only can be used for the dialing of local calls, "1-800" calls, and calling card calls. All other "1" or "0" dialed calls on these lines are restricted.
9. The International Centre is not responsible for any losses or damages whatsoever resulting from the provision, use or interruption of the services ordered.

Data/Internet Specific Terms and Conditions

10. In addition to the above noted General Terms and Conditions, with respect to data/Internet services, it is the responsibility of the Customer to provide the following:
 - (a) Computers, workstations, etc.
 - (b) Standard 10/100 baseT Ethernet Network interface Card (RJ45 Interface) for each computer.
 - (c) Network driver.
 - (d) Proper configuration of computer equipment of TCP/IP connection.
 - (e) Electrical services for the location for service.
 - (f) Up-to-date computer virus protection software must be installed on all computers connected to the Internet. Failure to install such software may result in the Customer's connection being temporarily suspended until such software is installed, activated, and working effectively.
 - (g) Password protection on all shared drives. We recommend sharing be disabled.
11. The International Centre does not provide technical support for computer hardware or software-related issues.
12. Upon request, one IP address will be supplied for each high speed Internet connection.
13. The International Centre does not support customer-supplied routers, proxy servers, DHCP servers or wireless access points on wired Internet connections.
14. Due to the dynamic nature of the Internet, the International Centre cannot guarantee any level of performance or accessibility beyond its gateway.

TROUBLESHOOTING TIPS

15. If you cannot locate the service or have a problem with the service, please ensure that:
 - (a) You have thoroughly searched for the line/jack including checking under booth flooring and behind the booth or on a column.
 - (b) All equipment with auto-dialers including credit card machines are programmed to dial 9 for an outside line.
 - (c) The line has not been severed or pinched.
 - (d) All services and devices (electrical, telephone line, data) are securely and correctly connected.
 - (e) For phone lines, a normal dial tone can be heard.
 - (f) 10 digit dialing is being used.
 - (g) The correct area code and long distance codes are being used.
16. **If the problem persists please call the International Centre Telecommunications Department at (905) 678-5615.**