



747 Howard Street ~ San Francisco, CA 94103 ~ Phone: 415-974-4080 ~ FAX: 415-974-4065

TELECOMMUNICATIONS ORDER FORM

Contact Information			
Event Name:		Event Date(s):	
Company:		Booth Number(s):	
Contact On-Site:	Phone:	E-Mail:	
SEND RECEIPTS TO:			
Company:		Attn:	
Address:			
City:	State:	Zip Code:	
Phone:	Fax:	E-Mail:	

Terms and Conditions

1. San Francisco Convention Facilities (S.F.C.F.) is the exclusive telecommunication services provider for the Moscone Center and the Bill Graham Civic Auditorium
2. This order form gives S.F.C.F. authorization to:
 - a. Provide services (rearrangement and/or disconnection of service and equipment) and to handle negotiations of telecommunications services and equipment
 - b. Make appropriate charges on the credit card provided

3. Service cancellations and refunds:

Order Changes/Cancellations	Fee
Returned check service charge	\$20.00
Move an installed line	\$100.00
Lost/damaged telephone instruments	\$75.00
Line cancellation before installation	\$50.00
Line cancellation after installation	\$100.00
Internet cancellation after installation	\$200.00

**There will be no cancellation of phone lines after the event begins
Service refunds will be made within 30 days of the event close date**

3. Equipment procedures:

- a. Exhibitors can pick up telephone instruments or obtain help at the Telecommunications Service Desk
- b. Exhibitors are responsible for maintaining and returning equipment to the Service Desk after the show
- c. Rental equipment provided remains the property of S.F.C.F.
- d. Only S.F.C.F. personnel are authorized to modify system wiring and cabling
- e. All exhibitor brought equipment must comply with F.C.C. regulations

METHOD OF PAYMENT	
Services will not be provided until completed order form and payment is received REMAINING BALANCES WILL BE APPLIED TO CREDIT CARD ON FILE	
Payment by Check:	_____ Check (must ALSO enclose CC number)
Payment by Credit Card:	_____ American Express _____ MasterCard _____ Visa
Credit Card Number:	_____ Expiration Date: _____
Print Name on Card:	_____
Card Holder Signature:	_____

Please fax/mail order form along with payment to:

San Francisco Convention Facilities, Moscone Center
Attn: Telecommunications Department
747 Howard Street
San Francisco, CA 94103-3118

Event Name:		Event Dates:	
Company :		Booth Number(s):	
Phone:	E-Mail:		

Order Form

	Advanced Rate <small>10 business days before event</small>		Standard Rate	TOTAL	Includes:
TELEPHONE SERVICES					
Basic Services					
Single Line Telephone	_____ x \$250.00	_____ x	\$295.00	= _____	dial '9' to access outside line
Multi Line Telephone	_____ x \$305.00	_____ x	\$355.00	= _____	Touch-tone telephone instrument, telephone line and dial tone
Speaker Telephone	_____ x \$305.00	_____ x	\$355.00	= _____	Voice/fax/data analog unrestricted telephone service
Deposit for Usage Charge		_____ x	\$75.00	= _____	
Additional Services					
Restricted Calls		_____ x	\$15.00	= _____	** All calls including local and long distance calls are charged on a per minute basis. This includes telephones used for dial-up service
Call Waiting		_____ x	\$15.00	= _____	
Voicemail		_____ x	\$25.00	= _____	
Dry/Twisted Pair (within facility only)	_____ x \$395.00	_____ x	\$450.00	= _____	
INTERNET SERVICES					
Direct Internet					Shared 10MB Connection to DS3 provided by Priority Networks
	_____ x \$1,095.00	_____ x	\$1,295.00	= _____	Three IP addresses with 10 Mbps Ethernet (10 BaseT) connection per IP (hubs and cables not included)
					One 10 Base T (CAT5) line to Fiber Optic backbone, RJ45 connector to booth
					Servers and Routers excluded- you must order Private Connect
Private Connect					Included separate connection up to T1 (1.5Mbps) bandwidth off the facility DS3 for internet connection only
	_____ x \$4,995.00	_____ x	\$5,595.00	= _____	Includes 29 IP address block
					Includes 10 Base T (CAT5) line to Fiber Optic backbone, RJ45 connector to booth
Additional Services					
Additional IP Address	_____ x \$125.00	_____ x	\$150.00	= _____	
Each additional Ethernet Cable	_____ x \$25.00	_____ x	\$40.00	= _____	
In-Booth Hub Rental	_____ x \$100.00	_____ x	\$150.00	= _____	
TOTAL DUE FOR ALL SERVICES					= _____

Please specify phone and/or Internet location in booth-drawing below or attach a floorplan

Aisle No. _____

Aisle No. _____

Moscone Center _____ Front of Booth

Moscone West _____

Civic Auditorium _____

SFCF USE ONLY	
Extension No.:	_____
Account No.:	_____
Instrument No.:	_____
Returned Phone(s):	Y N