



# Internet Service Order Form

**Advanced Price Deadline:** In order to receive advance rates, orders must be received with payment in full, a minimum of 14 days prior to the first move in date. Orders received after that date or without payment are required to pay standard rates.

Remit to: SMG - Oklahoma City Convention Center

Event Name:

Mail Orders & Payment to:

Event Date(s):

Phone:

Fax:

Email:

\*\*Credit card payments must be completed through our secure online ordering system at <https://okconventioncenter.boomerecommerce.com>

### Ordering Company Contact Information

Company Name: \_\_\_\_\_

Exhibiting Company Booth #(s): \_\_\_\_\_

Company Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Order Contact Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Order Contact Email Address: \_\_\_\_\_

### Internet Services & Pricing

Service	Quantity	Advance Price	Standard Price	Total
<b>INTERNET CONNECTIONS</b>				
Wired Internet	_____	\$200.00	\$300.00	\$ _____
Wireless Internet	_____	\$100.00	\$100.00	\$ _____
<b>LABOR</b>				
Technician	_____	\$45.00 per person/per hour	\$45.00 per person/per hour	\$ _____
<b>GRAND TOTAL:</b>				\$ _____

#### Floor Plan

Service will be brought to the rear of the booth in the most convenient manner, unless otherwise indicated on the grid below. Please indicate the following:

**Main Distribution Location (MDL):** The originating line(s) for service will be delivered to a MDL before being distributed within your booth. All distribution of services to their final destination within the booth will originate from the MDL.

**Location of items within the booth:** Please indicate the location of each item you want cabled (primary internet service "I", hubs "H", and/or computers "C").

**Booth Orientation:** The booth or aisle numbers surrounding your booth.

**Booth Size:** Booth dimensions.

Adjacent Aisle or Booth# \_\_\_\_\_

Adjacent Aisle or Booth # \_\_\_\_\_

Adjacent Aisle or Booth # \_\_\_\_\_

Adjacent Aisle or Booth # \_\_\_\_\_



## Internet Service Terms & Conditions

- ◇ All exhibitors are required to check in at the service desk at the time of move in before service can be turned on.
- ◇ Service will be provided to the booth in a location and manner that is safest and most convenient.
- ◇ The internet is a shared environment and as such actual speed will vary.
- ◇ The Oklahoma City Convention Center is not responsible for networking exhibitor computers or setting up IP addresses.
- ◇ Wireless networks are strictly forbidden within the Oklahoma City Convention Center without prior written approval from SMG.
- ◇ All floor orders or changes must be made at the service desk.
- ◇ All furnished materials and equipment remains the property of the Oklahoma City Convention Center or its assigned agent. All materials that are removed from the premises or damaged will be billed accordingly.
- ◇ Equipment problems must be reported immediately to the service desk.
- ◇ Claims will not be considered unless filed by the exhibitor prior to the close of the show.
- ◇ No credit will be issued for connections installed but not used. If cancellation occurs before services are installed and written notice of cancellation is received by Exhibitor Services 72 hours before the first scheduled move-in date, a full refund will be issued.  
ALL COMPLETED WORK IS SUBJECT TO FULL PAYMENT.