



TELECOMMUNICATIONS AND DATA ORDER FORM



1000 19TH STREET • VIRGINIA BEACH, VA • 23451-5674 • PHONE (757) 385-2000 FAX (757) 437-2079

ONLY CREDIT CARD ORDERS MAY BE FAXED • ADVANCE ORDER DEADLINE: 7 DAYS PRIOR TO EVENT
PLEASE SEE REVERSE SIDE FOR POLICIES & REGULATIONS

Name of Event: _____ Booth #: _____
 Show Dates: _____ Exhibiting Company: _____
 Authorized Person: _____ E-Mail: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Phone: (____) _____ Fax: (____) _____

	ADVANCE ORDER	FLOOR ORDER	QUANTITY	AMOUNT
Standard Telephone Line Local/Toll Free Incoming & Outgoing Calls Long Distance: Incoming & Outgoing (Exhibitors must provide their own telephones and cords.)	\$200.00 \$240.00	\$260.00 \$300.00		
ISDN BRI (Basic Rate Interface) Up to 128 kbps data transmission speed	\$250.00	\$325.00		
Wired Internet 5.0/5.0 Mbps 10/10 Mbps	\$500/day \$1100/week \$700/day \$1500/week	\$600/day \$1200/week \$800/day \$1600/week		
Wired Internet Installation Fee Fee includes connection from Cox Internet Service to booth only. Additional labor cost will apply for technical support to set up or configure equipment.	\$150.00	\$200.00		
Wireless Internet (Requires customer provided wireless interface cards.) 1.5/1.5 Mbps 5.0/5.0 Mbps 10.10 Mbps	\$450/day \$1000/week \$500/day \$1100/week \$700/day \$1500/week			
Total Telecommunications Order				

Information and pricing for private wireless networks may be obtained by calling the Virginia Beach Convention Center's technical services office at (757) 385-2000 a minimum of 10 business days prior to the event.

METHOD OF PAYMENT WE DO NOT ACCEPT PURCHASE ORDERS

ACCEPTABLE FORMS OF PAYMENT: CASH VISA MASTERCARD CHECK AMEX

Credit Card Issued To: _____ Day Phone #: (____) _____
 Credit Card Number: _____ V-Code _____ Expiration Date: _____
 Signature: _____ Fax Number: (____) _____

Make Checks Payable To: Virginia Beach Convention Center • Our Tax ID Number is 54-0722061

TOTAL PAYMENT MUST ACCOMPANY THIS FORM

PLEASE DO NOT MAIL THIS FORM IF FAXING ORDER WITH CREDIT CARD PAYMENT

IMPORTANT CONDITIONS AND REGULATIONS

Code Safety and Compliance

1. All equipment provided by exhibitor must comply with all National Electric Codes, as well as state, local and international safety codes.
2. The building engineer may refuse service to any requests deemed unsafe.
3. No two-wire (home use) extension cords are allowed.

Right of Way and Access

1. Convention Center reserves an easement behind each exhibit booth for the purpose of distributing service to neighboring booths.
2. Unless otherwise directed, Convention Center technicians are authorized to cut floor coverings to permit installation of service.
3. Wall, column and permanent building utility outlets are not a part of the booth space and are not to be used by exhibitors without advance approval.
4. Access to floor boxes is strictly prohibited.
5. Displays and service panels must be available and accessible for inspection at all times.

Schedule

1. To qualify for advanced order rates, all orders must be received at the Convention Center no later than 7 days before the event.
2. Contact the service desk upon your arrival to schedule connection of your appliance requiring service of 208 Volts or greater.
3. Service will be delivered on a first come, first serve basis.
4. Orders placed after move-in may not be guaranteed.
5. Service will be disconnected anytime after 10 minutes of show close. Please contact the building engineer if additional time is required to shutdown an appliance.

Limitation of Liability

1. The parties agree that implied warranties of merchantability and fitness for a particular purpose and all other warranties, expressed or implied, are excluded from this Agreement. Neither the City nor Cox assumes liability for damages of any type whatsoever or for the loss of anticipatory profits resulting from the installation, use or interruption of the services or for damage of any sort whatsoever to user's goods, software, or equipment arising from the installation, use or interruption of the services or any other cause whatsoever. Neither the City nor Cox shall be held responsible for late installation or interruption of any services that may occur. Neither the City nor Cox shall be liable for consequential damages arising

out of this Agreement. Cox or the City's maximum liability to Exhibitor shall be the fees paid by Exhibitor for the Services under this Agreement.

Internet Security Disclaimer

1. Convention Center and/or Cox does not provide security, such as but not limited to firewalls etc. for any data circuit(s) that we provide. It is the sole responsibility of the exhibitor or customer to provide any necessary security. Software or content obtained from the use of Service may contain viruses or other harmful features and Exhibitor is solely responsible for protecting its equipment and software from such matters. Cox may delete any Internet traffic or e-mail that contains a virus.

Connection

1. Under no circumstances shall anyone other than the Convention Center technician make connections to the Convention Center distribution system for service.
2. Hourly fees may apply for special wiring requirements.
3. Sharing power between booths is prohibited.
4. We prohibit the use of private wireless networks (PWN). Information and pricing for PWNs may be obtained by calling Cox Communications a minimum of ten (10) business days prior to the event.

Fees

1. Rates quoted for all connections cover only bringing of service to the booth in the most convenient manner. This does not include connection of equipment or special wiring.

Services

1. All telephone and regulated Services are provided by Cox Virginia Telcom, Inc. and are provided pursuant to Cox's tariffs on file with the Virginia Corporation Commission and/or Federal Communications Commission. Exhibitor agrees to be bound by the terms and conditions contained in such tariffs. If Exhibitor receives an invoice from the City, the City is merely acting as Cox's billing agent for such Services. Exhibitors may be required to execute a Letter of Agency in connection with telephone services.
2. All Internet Services are subject to Cox's Acceptable Use Policies and Cox may suspend Service to any exhibitor Internet Service if the use is determined to be in violation of the AUPs. The Cox AUPs may be found at:
www.coxbusiness.com/acceptableusepolicy.pdf