



200 Civic Center Drive  
Charleston, West Virginia 25301  
Phone: 304.345.1500  
FAX 304.345.3492

**ADVANCE ORDERS &  
PAYMENT DUE SEVEN  
(7) WORKING DAYS  
BEFORE MOVE IN**

**WIRELESS & WIRED SERVICE  
ORDER FORM**

SHOW: \_\_\_\_\_

DATES: \_\_\_\_\_

**IMPORTANT CONDITIONS AND REGULATIONS**

1. EQUIPMENT / SERVICES ARE SUBJECT TO AVAILABILITY. RATES ARE SUBJECT TO CHANGE.
2. NO SERVERS/ ROUTERS OF ANY KIND ARE PERMITTED ON NETWORK WITHOUT PERMISSON FROM BUILDING MANAGEMENT
3. CHARLESTON CIVIC CENTER IS NOT RESPONSIBLE FOR ANY LEVEL FLUCTUATIONS OR CIRCUIT FAILURE DUE TO VENUE OR LOCAL ISP CONDITIONS
4. CUSTOMER IS RESPONSIBLE FOR RETURNING ALL EQUIPMENT ISSUED BY OR RENTED FROM THE CIVIC CENTER IN GOOD CONDITION. LOST, STOLEN OR DAMAGED WILL BE CHARGED TO THE CUSTOMER'S AUTHORIZED CREDIT CARDS AT PREVAILING RATES.
5. PAYMENT IN THE FORM OF CREDIT CARD INFORMATION, CHECK OR MONEY ORDER MUST ACCOMPANY SERVICE ORDERS.
6. FOR ADDITIONAL INFORMATION, PLEASE CONTACT THE CIVIC CENTER ENGINEERING DEPARTMENT AT 304.345.1500 EXT. 212.

**STANDARD SERVICES AVAILABLE**

**PHONE LINE SERVICES**

<u>QTY</u>	<u>DESCRIPTION</u>	<u>ADVANCE</u>	<u>FLOOR</u>	<u>AMOUNT</u>
_____	STANDARD PHONE LINE <i>no card readers or dial-up modems</i>	\$125.00	\$150.00	\$ _____
_____	ANALOG PHONE LINE <i>supports card readers and dial-up modems</i>	\$200.00	\$225.00	\$ _____

**WIRELESS AND WIRED SERVICES**

ISDN LINE—CALL FOR PROCEDURES AND INFORMATION

	<u>DISCOUNT</u>	<u>STANDARD</u>	<u>AMOUNT</u>
_____ 56K (Wireless/8 hr connect)	\$10.00	\$10.00	\$ _____
_____ 128K (Wireless/8 hr connect)	\$25.00	\$30.00	\$ _____
_____ 256K (Wireless/8 hr connect)	\$50.00	\$60.00	\$ _____
_____ 512K (Wireless/8 hr connect)	\$80.00	\$100.00	\$ _____
_____ 1 MG Wireless—quoted upon request			\$ _____

**EQUIPMENT RENTAL**

	<u>ADVANCE</u>	<u>FLOOR</u>	<u>AMOUNT</u>
_____ 25' PATCH CABLE (CAT 5)	\$15.00	\$20.00	\$ _____
_____ 8 PORT HUB	\$50.00	\$75.00	\$ _____
_____ 12 PORT HUB	\$75.00	\$100.00	\$ _____
_____ 24 PORT HUB	\$150.00	\$200.00	\$ _____

TOTAL ORDER \$ \_\_\_\_\_

WV SALES TAX (6%) \$ \_\_\_\_\_

TOTAL COST \$ \_\_\_\_\_

FLOOR RATES APPLY TO ALL ORDERS NOT RECEIVED AND PAID 7 BUSINESS DAYS PRIOR TO FIRST MOVE-IN DAY OF SHOW. ORDERS PLACED AT SERVICE DESK MUST BE PAID AT TIME OF ORDER. PAYMENT REQUIRES CHECK OR CREDIT CARD.

FIRM NAME \_\_\_\_\_ PHONE \_\_\_\_\_ BOOTH # \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

CREDIT CARD # \_\_\_\_\_ EXPIRATION DATE \_\_\_\_\_

BY \_\_\_\_\_ NAME \_\_\_\_\_ DATE \_\_\_\_\_

Authorized Signature

Please Print