



**Rhode Island Convention Center**  
 One Sabin Street, Providence, Rhode Island 02903-1814  
 Telephone (401) 458-6100 Fax (401) 458-6298

**Office Use Only**  
**IT:**

**INTERNET SERVICE ORDER FORM**

Name of Event \_\_\_\_\_ Event Dates \_\_\_\_\_ Booth # \_\_\_\_\_  
 Company Name \_\_\_\_\_ Phone # \_\_\_\_\_ Fax # \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Contact Person \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**Payment Notice:** Prepaid rates apply only to orders received **15 days** prior to the first scheduled event move in day.  
 Standard rates apply to orders received after this time. No Exceptions.

**INTERNET SERVICE WILL NOT BE SUPPLIED UNTIL PAYMENT IS RECEIVED IN FULL.**

**BOTH Wireless and Ethernet Connections are supported.**

**HIGH SPEED INTERNET SERVICE**

Dedicated Internet Connection	*Pre Paid Rate	Standard Rate	Quantity	Days	Subtotal	Total
First Day	\$500.00	\$550.00	-----	<b>1</b>		\$
Additional Days	\$250.00	\$275.00	-----			\$
<b>Additional Devices Above One</b>						
Computers	\$100.00 / device	\$110.00 / device				\$

**Please check one service:** \_\_\_\_\_ **Wireless**  
 \_\_\_\_\_ **Ethernet**

**TOTAL**

\$

**Client Must Provide:**

Computer with Network Interface Card with an RJ45 jack. The computer must have TCP/IP installed and set for DHCP. Also, all proxy settings must be turned off.

Client must also have a working web browser (Internet Explorer, Mozilla Firefox, Opera, etc.) in order to register the access code.

In regards to wireless, we will be able to provide standard 802.11b/g wireless connectivity.

**\*\*Please note: Electrical Services are Charged Separately\*\***

**ADDITIONAL SERVICES**

Labor costs will accrue with any complex networking needs such as wireless Network Access, Virtual Private Networks (VPN), Virtual Local Area Networks. On-site technicians are available upon request. These services are additional and are quoted depending on the needs of the end user.

Please contact Exhibitor Services for further instruction.

**Send this completed form with payment to the address at the top of the page. Please make checks payable to: Rhode Island Convention Center or you may pay by Credit Card.** Company ck # \_\_\_\_\_

Visa      MasterCard      AMEX      Discover

Card#: \_\_\_\_\_ Exp Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

**ACCESS CODE**



**DO NOT send form to your decorating company.  
 Please read the policies on the second page of this form.**



## **Terms and Conditions Internet Service**

1. Payment in full must be rendered prior to delivery of service.
2. Advance order payment guarantee discount rate only, not availability of service.
3. Advance orders must be received a minimum of fifteen (15) days prior to scheduled move-in date. Date payment is received by the Rhode Island Convention Center will determine applicable rate.
4. All order forms must be completed fully in order to process.
5. Credit will not be given for services installed, but not used.
6. Changes of orders after installation may be subject to labor charges of \$100.00 per hour. Minimum of 1 hour.
7. All materials and equipment furnished by RICC for the service order shall remain the property of RICC and shall be removed only by the RICC staff at the close of the event.
8. Rates quotes for all connections cover the delivery of service to the booth / space in the most convenient manner and do not include connecting equipment and special wiring. Request for special services such as placing cords or relocating service(s) will be subject to additional labor charges.
9. Service outlet size will be determined by the volume required.
10. Walls, columns and permanent building utility outlets are not part of booth space and are not to be used by exhibitors.
11. Claims will not be considered unless filed by the exhibitor prior to the close of the event.
12. All equipment to be connected by the RICC technicians must comply with the federal, state and local safety codes.
13. Under no circumstance should anyone other than a RICC technician make service connection.
14. Internet service will be turned on one (1) hour prior to show opening and turned off at event closing each day.
15. Send this form directly to the RI Convention Center. DO NOT send this form to your decorating company.
16. RICC is not responsible for equipment that is not powered down correctly at the end of each day.
17. Advanced / Faxed order receipts can be obtained at the Exhibitor Services Center located on the 3<sup>rd</sup> Level of the Rhode Island Convention Center.
18. Unless otherwise directed, RICC Personnel are authorized to enter the booth for utility box access and/or to cut floor coverings to permit installation of service.

**Please return this form to the Rhode Island Convention Center (401-458-6298).  
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**Questions regarding service should be directed to the Exhibitor Services Center  
Rhode Island Convention Center  
One Sabin Street  
Providence, RI 02903  
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Fax (401) 458-6298**