

RETURN TO:
 PCCA ORDER PROCESSING
 1101 Arch Street
 Philadelphia, PA 19107 0129
 Phone: (215) 418-4800
 Fax: (215) 418-4805
 US@PACONVENTION.COM



PCCA Electrical Service Order

(Please read instructions, explanation of services and regulations on reverse side)

Exhibiting Firm: _____ Booth No.: _____

Address: _____

City: _____ State: _____ Zip: _____

Exhibitor Contact Name: _____ Title: _____

Phone: () _____ FAX: () _____ E-Mail: _____

Required Credit Card Authorization for advance order, on site charges, labor, materials

Visa MasterCard Amex Account Number: _____ Exp Date _____

Print Card Holder's name: _____ Signature: _____

Check enclosed #: _____ Amount: _____

Standard 120 Volt Service

Service originates at back center in line booths, Electrical Labor Order required for other location. Island & Peninsula Exhibits

Qty	Service	Advance	Standard	24 Hr add 50%	Total
	500 watt service	\$95.00	\$145.00		
	1000 watt service	\$120.00	\$170.00		
	2000 watt service	\$150.00	\$190.00		
	OTHER Call for availability and quote				

208 Volt Motor/Machinery & Distribution Service

LABOR ORDER & FLOOR PLANS REQUIRED FOR 208v SERVICES. LABOR AND MATERIAL CHARGES WILL APPLY.

Qty	Service	Advance	Standard	24 Hr add 50%	Total
	30 amps single phase	\$325.00	\$490.00		
	60 amps single phase	\$410.00	\$615.00		
	100 amps single phase	\$735.00	\$1100.00		
	30 amps three phase	\$420.00	\$630.00		
	60 amp three phase	\$560.00	\$840.00		
	100 amps three phase	\$840.00	\$1260.00		
	OTHER Call for availability and quote				

Rental Lights

Price includes power/installation/one time focus on Straight Time with lighting grid (see back of Electrical Labor Form)

Qty	Service	Advance	Standard	Total
	8' Track w /3 90 watt Halogen Lamps 10 mounting bar included)	\$150.00	\$200.00	
	Each additional track lamp	\$20.00	\$30.00	
	1000 Watt Par Can Mounted from Ceiling 20' off floor	\$600.00	\$900.00	
	Custom Truss and Exhibit Lighting Call for Quote			

ATTACH LABOR & FLOOR PLANS AS REQUIRED

CALL FOR QUOTES ON SERVICES NOT LISTED

RETURN COMPLETE WITH CREDIT CARD INFORMATION VIA FAX
 215.418.4805 or ORDER ONLINE @ www.paconvention.com

Sub Total	
7% Sales Tax	
TOTAL	

***ADVANCE RATE PRICING: SERVICE ORDER WITH PAYMENT IN FULL MUST ARRIVE PRIOR TO DEADLINE**

PCCA TELEPHONE SERVICE TERMS & CONDITIONS

1. INSTRUCTION FOR COMPLETING ORDER FORM

- a. Order must be typed or clearly printed, illegible forms will delay processing.
- b. Services requested at location other than back of booth must include proper forms and diagrams.
- c. For services and equipment not listed on the service order form, call the PCCA Technology Services Department for availability and quotes at (215) 418-2100 or e-mail technologyservices@paconvention.com

2. EXPLANATION OF SERVICE

- a. Rates shown for services are for the duration of event and includes installation to exhibitor booth in the most convenient manner, in most cases to the back center of an in line booth or perimeter of island and peninsula booths. All services originate from the floor unless otherwise noted or requested.
- b. Advance orders will be installed based on the schedule determined by the General Service Contractor and/or Show Management. On site orders will be processed in the order that they are received at the PCCA Service Desk.

3. RULES & REGULATIONS FOR SERVICES

- a. Services provided may not be shared by multiple exhibits.
- b. All materials and equipment furnished by PCCA and/or its sub-contractors shall remain the property of PCCA and/or it's Sub-contractors.
- c. PCCA and/or its sub-contractors are authorized to cut floor coverings to gain access to utility floor ports and permit the installation of service.
- d. PCCA or its sub contractors are not responsible for interruption or fluctuation of services.
- e. All equipment provided by customer shall be compliant with the National and Philadelphia Electrical and Building Codes and PCCA safety standards. All equipment is subject to inspection and approval by PCCA prior to connection to service.
- f. Customer is responsible for any lost or damaged equipment supplied by the PCCA.
- g. Customers will be charged the applicable usage for calls made via ISDN line service.

4. PAYMENT TERMS & CONDITIONS

- a. Full payment is due with service order. Credit Card Pre-authorization for on site charges, labor and materials is required when placing an order. Acceptable forms of payment are: company check (drawn on a U.S. bank) payable to **Pennsylvania Convention Center Authority**, (PCCA) and accepted credit cards. Service orders will not be processed without payment. Telephone orders must include a valid credit card number even when paying by check (to facilitate the invoicing of usage charges). Exhibiting firms with outstanding balances from prior events must submit payments, otherwise services will not be provided.
- b. Advance rates will be applicable to service orders received by PCCA 21 days prior to event opening date or the deadline date noted on front of this form. Service orders received less than 21 days prior to opening date of event and on site will be billed at the standard rate.
- c. Third party billing is available upon request. Please contact the PCCA Finance Department at 215-418-4765 for approval.
- d. Outstanding balance for services will be automatically billed to the credit card on file.
- e. Credit will not be given for service installed and not used. Services canceled without 21 day prior written notice are subject to a cancellation fee of 25%.
- f. A \$25.00 handling charge will be assessed for returned checks due to insufficient funds.
- g. Cancellation of services must be received by Pennsylvania Convention Center Technology Services Department 21 days prior to the event.
- h. Rates are based on current wages and are subject to change without notice.
- i. Claims regarding services provided by PCCA will not be considered unless filed by customer issued prior to the close of show.
- j. Refunds of overpayments will be issued by submitting request to PCCA Finance Department within 30 days of the close of final invoicing.
- k. For unpaid balances on **pre-approved** invoices, terms will be net, due and payable upon receipt of invoice. Effective 30 days after invoice date, any unpaid balances will bear a **FINANCE CHARGE** at the lesser of the maximum rate allowed by law, or 1.5% per month by law. The finance charge shall automatically be reduced to the maximum rate allowed. Any excess finance charge received by the PCCA shall be applied to reduce the principal unpaid balance or refunded to the payer. This payment Terms & Conditions agreement shall be governed by and construed in accordance of the laws of the Commonwealth of Pennsylvania
- l. International exhibitors are required to make 100% pre-payment for services. Payment may be made by check in U.S. funds drawn on a U.S. bank or by approved credit card.
- m. For companies exempt from sales tax, PCCA requires an exemption certificate for the Commonwealth of Pennsylvania. Resale certificates are not valid unless re-billing charges to customers.

RETURN TO:
 PCCA ORDER PROCESSING
 1101 Arch Street
 Philadelphia, PA 19107 0129
 (215) 418-2100
 (215) 418-2102 (Fax)
 technologyservices@paconvention.com



Advance Order Deadline
 21 days prior to event
 move-in date

TELECOMMUNICATIONS SERVICE ORDER

(Please read instructions, explanation of services and regulations on reverse side)

Exhibiting Firm: _____ Booth No: _____
 Address: _____ Event: _____
 City: _____ State: _____ Zip: _____ Dates: _____
 Exhibitor Contact Name: _____ Title: _____
 Phone: (____) _____ FAX: (____) _____ E-Mail: _____

Required Credit Card Authorization for advance order, on site charges, labor, materials

Visa MasterCard Amex Account Number: _____ Exp. Date: _____

Print Card Holder's name: _____ Signature: _____

Check enclosed #: _____ Amount: _____

Phone Service *originates at back of booths, labor & materials required for other location. Island & Peninsula Exhibits.*

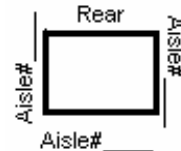
Qty	Service <small>**Telephone lines allow for unlimited local, toll free & long distance calls at no charge**</small>	Advance Rate	Standard Rate	Total Amount
	Analog Voice Line	\$250.00	\$290.00	
	FAX/Modem/Credit Card Terminal Line	\$250.00	\$290.00	
	6 Button Multi Line Phone & Line	\$355.00	\$395.00	
	Standard ISDN BRI Line – <i>call usage charges will apply</i>	\$550.00	\$625.00	
	Single Line Telephone Rental	\$15.00	\$25.00	

D-Mark Extension *ordered by customer from local carrier and extended by PCCA to room or booth*

Qty	Service	Advance Rate	Standard Rate	Total Amount
	Extend ISDN to Booth/Room	\$350.00	\$400.00	
	Extend POTS Line to Booth/Room	\$175.00	\$225.00	
	Extend T-1 to Booth/Room	\$600.00	\$700.00	
	OTHER CALL FOR QUOTE			

*For Internet & Network Services
 Refer to the **DSL & Wireless Internet Service Order**
 Or call (215) 418-4845*

Show General Location of Jacks in Booth:



Other Services & Business Features

Qty	Service	Advance Rate	Standard Rate	Total Amount
	Voice Mail	\$25.00	\$50.00	
	Call Waiting	\$25.00	\$50.00	
	OTHER CALL FOR QUOTE			
	CELL PHONE AND PAGER RENTALS Call AllCell Worldwide Wireless Rentals @ 800 724 -CELL or 215 985 -CELL			

Attach Floor Plan as required
 Attach Verizon confirmation when requesting Extended D-Mark

Sub Total	
7% Sales Tax	
TOTAL	

ORDER ON LINE AT WWW.PACONVENTION.COM

PCCA TELEPHONE SERVICE TERMS & CONDITIONS

1. INSTRUCTION FOR COMPLETING ORDER FORM

- a. Order must be typed or clearly printed, illegible forms will delay processing.
- b. Services requested at location other than back of booth must include proper forms and diagrams.
- c. For services and equipment not listed on the service order form, call the PCCA Technology Services Department for availability and quotes at (215) 418-2100 or e-mail technologyservices@paconvention.com

2. EXPLANATION OF SERVICE

- a. Rates shown for services are for the duration of event and includes installation to exhibitor booth in the most convenient manner, in most cases to the back center of an in line booth or perimeter of island and peninsula booths. All services originate from the floor unless otherwise noted or requested.
- b. Advance orders will be installed based on the schedule determined by the General Service Contractor and/or Show Management. On site orders will be processed in the order that they are received at the PCCA Service Desk.

3. RULES & REGULATIONS FOR SERVICES

- a. Services provided may not be shared by multiple exhibits.
- b. All materials and equipment furnished by PCCA and/or its sub-contractors shall remain the property of PCCA and/or it's Sub-contractors.
- c. PCCA and/or its sub-contractors are authorized to cut floor coverings to gain access to utility floor ports and permit the installation of service.
- d. PCCA or its sub contractors are not responsible for interruption or fluctuation of services.
- e. All equipment provided by customer shall be compliant with the National and Philadelphia Electrical and Building Codes and PCCA safety standards. All equipment is subject to inspection and approval by PCCA prior to connection to service.
- f. Customer is responsible for any lost or damaged equipment supplied by the PCCA.
- g. Customers will be charged the applicable usage for calls made via ISDN line service.

4. PAYMENT TERMS & CONDITIONS

- a. Full payment is due with service order. Credit Card Pre-authorization for on site charges, labor and materials is required when placing an order. Acceptable forms of payment are: company check (drawn on a U.S. bank) payable to **Pennsylvania Convention Center Authority**, (PCCA) and accepted credit cards. Service orders will not be processed without payment. Telephone orders must include a valid credit card number even when paying by check (to facilitate the invoicing of usage charges). Exhibiting firms with outstanding balances from prior events must submit payments, otherwise services will not be provided.
- b. Advance rates will be applicable to service orders received by PCCA 21 days prior to event opening date or the deadline date noted on front of this form. Service orders received less than 21 days prior to opening date of event and on site will be billed at the standard rate.
- c. Third party billing is available upon request. Please contact the PCCA Finance Department at 215-418-4765 for approval.
- d. Outstanding balance for services will be automatically billed to the credit card on file.
- e. Credit will not be given for service installed and not used. Services canceled without 21 day prior written notice are subject to a cancellation fee of 25%.
- f. A \$25.00 handling charge will be assessed for returned checks due to insufficient funds.
- g. Cancellation of services must be received by Pennsylvania Convention Center Technology Services Department 21 days prior to the event.
- h. Rates are based on current wages and are subject to change without notice.
- i. Claims regarding services provided by PCCA will not be considered unless filed by customer issued prior to the close of show.
- j. Refunds of overpayments will be issued by submitting request to PCCA Finance Department within 30 days of the close of final invoicing.
- k. For unpaid balances on **pre-approved** invoices, terms will be net, due and payable upon receipt of invoice. Effective 30 days after invoice date, any unpaid balances will bear a **FINANCE CHARGE** at the lesser of the maximum rate allowed by law, or 1.5% per month by law. The finance charge shall automatically be reduced to the maximum rate allowed. Any excess finance charge received by the PCCA shall be applied to reduce the principal unpaid balance or refunded to the payer. This payment Terms & Conditions agreement shall be governed by and construed in accordance of the laws of the Commonwealth of Pennsylvania
- l. International exhibitors are required to make 100% pre-payment for services. Payment may be made by check in U.S. funds drawn on a U.S. bank or by approved credit card.
- m. For companies exempt from sales tax, PCCA requires an exemption certificate for the Commonwealth of Pennsylvania. Resale certificates are not valid unless re-billing charges to customers.

RETURN THIS FORM TO:
 PCCA SERVICE ORDER DEPT
 1101 Arch Street
 Philadelphia, PA 19107-0129
 (215) 418-4845
 (215) 418-2102 (Fax)
 technologyservices@paconvention.com



Advance Order Deadline
21 days prior to event
move-in date

DSL & WIRELESS INTERNET SERVICE ORDER

(Please read instructions, explanation of services and regulations on reverse side)

Exhibiting Firm: _____ Booth No: _____
 Address: _____ Event: _____
 City: _____ State: _____ Zip: _____ Dates: _____
 Exhibitor Contact Name: _____ Title: _____
 Phone: (____) _____ FAX: (____) _____ E-Mail: _____

Required Credit Card Authorization for advance order, on site charges, labor, materials

Visa MasterCard Amex Account Number: _____ Exp. Date: _____

Print Card Holder's name: _____ Signature: _____

Check enclosed #: _____ Amount: _____

HIGH SPEED INTERNET SERVICES (PRIVATE CHANNEL DIGITAL SUBSCRIBER LINE INTERNET ACCESS)

Qty	Service	Advance Rate	Standard Rate	Total Amount
	FASTLINK – 3 mb/s, Ethernet connection includes 20 public IP addresses and one 16-port data switch.	\$4000.00	\$4500.00	
	PUBLIC DSL – 1.5 mb/s, includes (2) Public IP addresses & 8-port Ethernet hub. Required for Web hosting and VPN's	\$1300.00	\$1600.00	
	Additional Public IP Address – Each computer Requires 1 IP address / Public DSL service must be ordered first.	\$200.00	\$250.00	
	PRIVATE DSL – 1.5 mb/s, includes (2) Private IP addresses & 8-port Ethernet hub. Required for surfing the Internet.	\$1000.00	\$1300.00	
	DSL Internet – 784 kb/s, includes (2) Private IP addresses & 8-port Ethernet hub. Required for surfing the Internet.	\$700.00	\$1000.00	
	Additional Private IP Address – Each computer requires 1 IP address / Private DSL service must be ordered first.	\$150.00	\$200.00	
	Analog Voice Line - with Local & Long Distance service & telephone instrument with the purchase of a Wired DSL Internet package.	\$200.00	\$200.00	
	Wireless Internet – 802.11b – (1) wireless Internet connection, includes 1 private IP address.	\$300.00	\$350.00	
	Additional Wireless Internet Connection – Wireless Internet service must be ordered first.	\$250.00	\$300.00	
	Point-to-point Network connection within the building	\$600.00	\$800.00	

OTHER EQUIPMENT OR SERVICES - CALL FOR QUOTE- 215-418-4845

Attach Floor Plan as required

Sub Total
7% Sales Tax
TOTAL

TO ORDER ON-LINE VISIT OUR WEBSITE AT WWW.PACONVENTION.COM

PCCA DSL & WIRELESS INTERNET TERMS & CONDITIONS

1. INSTRUCTION FOR COMPLETING ORDER FORM

- a. Order must be typed or clearly printed, illegible forms will delay processing.
- b. Orders that require specific and exact location for service **must** include a detailed booth diagram.
- c. For services and equipment not listed on the service order form, call the Pennsylvania Convention Center Technology Services Department for availability and quotes at (215) 418-4845 or e-mail technologyservices@paconvention.com

2. EXPLANATION OF SERVICE

- a. Rates shown for services are for the duration of event and includes installation to exhibitor booth in the most convenient manner, in most cases to the back center of an in line booth or perimeter of island and peninsula booths. All network services originate from the floor.
- b. Advance orders will be installed based on the move in schedule determined by the General Service/Drayage Contractor or Show Management. On site orders will be processed in the order that they are received at the service desk.

3. RULES & REGULATIONS FOR INTERNET SERVICE

- a. Services provided **may not be** shared by multiple exhibits.
- b. All materials and equipment furnished by Pennsylvania Convention Center and/or its sub-contractors shall remain the property of Pennsylvania Convention Center and/or its sub-contractors.
- c. Pennsylvania Convention Center and its sub-contractors are authorized to cut floor coverings to gain access to utility floor ports should this be required during installation.
- d. The use of any wireless devices including, but not limited to, wireless routers and switches that interfere with the PCC wireless frequency is prohibited.
- e. The PCC does not guarantee the routing, throughput or performance expressed or implied of any data circuits with regards to Internet access, network backbones beyond any facility we service.
- f. The PCC will not supply security services such as firewalls etc. for any data circuit we provide. It is the responsibility of exhibitors or customers to provide such security measures.
- g. The PCC requires that all devices accessing the PCC Network have the latest virus scan software, windows security updates and any other precautions necessary to protect yourself and others from viruses, malicious programs and other disruptive applications. Any device that adversely impacts PCC's network will be disconnected from the network with or without prior notice at PCC's discretion. Additional charges may apply for troubleshooting diagnosis and/or problem resolution.
- h. All Internet and equipment will be collected within 1 hour after close of show; exhibitors are responsible for loss or damage to PCC equipment until PCC staff receives said equipment.
- i. **It is the responsibility of the client to provide the following:**
 1. Standard 10BaseT Ethernet adapter (RJ 45 Interface) for each computer.
 2. Network Driver: TCP/IP
 3. Proper configuration of computer equipment for TCP/IP connection.
 4. Electrical service for your booth, room, or service location.
- j. **To insure availability, all Internet orders must be received 21 days before the move in of event. Availability for orders received after that time cannot be guaranteed.**

4. PAYMENT TERMS & CONDITIONS

- a. Full payment is due with service order. Acceptable forms of payment are: company check (drawn on a U.S. bank) payable to **Pennsylvania Convention Center Authority**, and accepted credit cards. **Service orders will not be processed without full payment.** Exhibiting firms with outstanding balances from prior events must satisfy payment required, otherwise services will not be provided.
- b. Advance rates will be applicable to service orders received by Pennsylvania Convention Center Order Processing Department 21 days prior to event opening date or the deadline date noted on front of this form. **Service orders received less than 21 days prior to opening date of event and on site will be billed at the standard rate.**
- c. Third party billing is available upon request.
- d. Labor and additional materials used during installation will be invoiced for payment by close of show. Outstanding balance and call usage charges will be automatically billed to the credit card on file.
- e. Credit will not be given for service installed and not used. Cancellation of services must be received by Pennsylvania Convention Center Information Systems Department 21 days prior to the event. Services canceled without 21 day prior written notice are subject to a cancellation fee of 25%.
- f. A \$25.00 handling charge will be assessed for returned checks due to insufficient funds.
- g. Rates are based on current wages and are subject to change without notice.
- h. Claims regarding services provided by PCC cannot be considered unless filed by the exhibitor prior to the close of show.
- i. Pennsylvania Convention Center Order Processing will issue refunds for overpayments upon request within 30 days of close of show.
- j. For unpaid balances on **pre-approved** invoices, terms will be net, due and payable upon receipt of invoice. Effective 30 days after invoice date, any unpaid balances will bear a **FINANCE CHARGE** at the lesser of the maximum rate allowed by law, or 1.5% per month by law. The finance charge shall automatically be reduced to the maximum rate allowed. Any excess finance charge received by the PCC shall be applied to reduce the principal unpaid balance or refunded to the payer. This payment Terms & Conditions agreement shall be governed by and construed in accordance of the laws of the Commonwealth of Pennsylvania
- k. Exhibitors are required to pre-pay for services. Payment may be made by check in U.S. funds drawn on a U.S. bank or by approved credit card.
- l. For companies exempt from sales tax, PCC requires an exemption certificate for the Commonwealth of Pennsylvania. Resale certificates are not valid unless re-billing charges to customers.



Pennsylvania
CONVENTION CENTER

PENNSYLVANIA CONVENTION CENTER AUTHORITY

ONE CONVENTION CONVENTION CENTER PLACE 1101 ARCH STREET PHILADELPHIA, PA 19107

Intructions, Explanation of Services & Regulations

1. INSTUCTIONS FOR COMPLETING ORDER FORM

- a. Order must be typed or clearly printed, illegible forms will delay processing.
- b. Orders that require specific and exact location of cable service must include a detailed exhibit diagram.
- c. For additional information and for services and equipment not listed on the service order form, contact Pennsylvania Convention Center Production Services Department for availability and quotes at (215) 418-4855 or by email at production@paconvention.com

2. PAYMENT TERMS AND CONDITIONS

- a. Full payment is due with service order. Acceptable forms of payment are: company check (drawn on U.S. bank) payable to **Pennsylvania Convention Center Authority**, and acceptable credit cards. Service orders will not be processed without payment. Exhibiting firms with outstanding balances from prior events must satisfy payment required, otherwise services will not be provided
- b. Advanced rates will be applicable to service orders received by Pennsylvania Convention Center Production Services 21 days prior to event opening date or the dead line date noted on the front of this form. Service orders received less than 21 days prior to the opening date of event and onsite will be billed at the standard rate
- c. Labor and additional materials used in the provision of services will be invoiced for payment after the close of the show. Outstanding balance will be automatically billed to the credit card on file.
- d. Credit will not be given for service installed and not used. Services cancelled without 21 day prior written notice are subject to a cancellation fee of 25%.
- e. A \$25.00 handling charge will be assessed for returned checks due to insufficient funds
- f. Cancellation of services must be received by Pennsylvania Convention Center Production Services Department 21 days prior to event.
- g. Rates are based on current wages and are subject to change without notice.
- h. Claims regarding service provided by PCC can not be considered unless filed in writing by the exhibitor prior to the close of the show
- i. Refunds, overpayments will be issued upon request by Pennsylvania Convention Center Production Services Department within 30 days of the close of show.
- j. For unpaid balances on pre-approved invoices, terms will be net, due and payable upon receipt of invoice. Effective 30 days after invoice date, any unpaid balance will bear a **FINANCE CHARGE** at the lesser of the maximum rate allowed by law, or 1.5% per month by law. The finance charge shall automatically be reduced to the maximum rate allowed. Any excess finance charge received by the PCC shall be applied to reduce the principal unpaid balance or refunded to the payer. This payment Terms & Conditions agreement shall be governed by and constructed in accordance of the laws of the Commonwealth of Pennsylvania.
- k. International exhibitors are required to make 100% pre-payment for services. Payment must be made by check in U.S. funds drawn on a U.S. bank or approved by a credit card.
- l. For companies exempt from sales tax, PCC requires an exemption certificate for the Commonwealth of Pennsylvania. Resale certificates are not valid unless re-billing charges to customers.

3. RULES AND REGULATIONS FOR CABLE SERVICE

- a. Service provided may not be shared by multiple exhibits
- b. All materials and equipment furnished by the Pennsylvania Convention Center and/or it's sub-contractors shall remain the property of the Pennsylvania Convention Center and/or it's sub-contractors.
- c. Pennsylvania Convention Center and it's sub-contractor are authorized to cut floor coverings to gain access to utility floor ports and permit the installation of cable service.
- d. PCCA or it's sub-contractors are not responsible for interruption or fluctuation of services.
- e. Customer is responsible for any lost or damaged equipment supplied by the PCCA.

Make checks payable to: **Pennsylvania Convention Center Authority** and mail to address noted above.
or Fax completed Credit Card Form to 215.418.4865 Atten: David Morgenstern
Please direct questions regarding this invoice to David Morgenstern, Director of Production Services, at 215-418-4855.