

RETURN THIS FORM TO:
PCCA SERVICE ORDER DEPT
1101 Arch Street
Philadelphia, PA 19107-0129
Phone: (215) 418-4800
Fax: (215) 418-4805
cms@paconvention.com

Pennsylvania
CONVENTION CENTER



American "Association for Thoracic
Surgery
May 7-11, 2011
Order Deadline Advance: April 18, 2011

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 Service at 3 mb/s , Ethernet connection includes 20 public IP addresses and one 16-port data switch.	\$4,200.00	\$4,725.00	
	PUBLIC IP Service at 1.5 mb/s , includes (2) Public IP addresses and an 8-port Ethernet hub. Required for Web hosting and VPN's	\$1,365.00	\$1,680.00	
	Additional Public IP Address – Each computer Requires 1 IP address / Public IP Service must be ordered first.	\$210.00	\$263.00	
	PRIVATE IP Service at 1.5 mb/s , includes (2) Private IP addresses and an 8-port Ethernet hub. Required for surfing the Internet.	\$1,050.00	\$1,365.00	
	PRIVATE IP Service at 784 kb/s , includes (2) Private IP addresses and an 8-port Ethernet hub. Required for surfing the Internet.	\$735.00	\$1050.00	
	Additional Private IP Address – Each computer requires 1 IP address / Private IP Service must be ordered first.	\$158.00	\$210.00	
	Analog Voice Line - with Local & Long Distance service & telephone instrument with the purchase of High Speed Internet service.	\$210.00	\$210.00	
	Point-to-point Network connection within the building	\$630.00	\$840.00	
HIGHER BANDWIDTH PACKAGES AND ADDITIONAL SERVICES ARE AVAILABLE CALL FOR QUOTE – 215.418.4800 Attach Floor Plan as required		Sub Total		
		8% Sales Tax		
		TOTAL		

TO ORDER ON-LINE VISIT OUR WEBSITE AT WWW.PACONVENTION.COM
PCCA HIGH SPEED INTERNET

RATES EFFECTIVE THROUGH JUNE 30, 2011

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 Convention & Meeting Services Department for availability and quotes at (215) 418-4800 or e-mail **cms@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.