



Connecticut Convention Center
 100 Columbus Blvd. Hartford, Connecticut 06103
Telecommunication & Internet Services Order Form

Order online www.ctconventions.com

Services provided by :



TO _____

TELECOMMUNICATIONS SERVICE ORDER FORM

Name of Event _____ Date of Event _____
 Firm Name _____ Booth Number(s) _____
 Street Address _____ Contact Person _____
 City _____ State _____ Zip _____ Phone# _____
 E-Mail Address _____

PAYMENT INFO - PAYMENT MUST ACCOMPANY ORDER

Money Order# _____ Company Check# _____
 MasterCard Discover Card VISA American Express
 Name on Card _____ Exp. Date _____
 Credit Card# _____
 Authorized Signature _____

Please make checks payable to
Connecticut Convention Center.
 Note: We cannot accept cash or checks from foreign banks
 I have read and agree to all Terms and Conditions of the order.
 Please see back page for complete terms and conditions.
 Signature: X _____

EXHIBIT PACKAGES

Service/Equipment	Quantity	Per Day	Subtotal	Service Charge (20%)	CT 6% Tax	Total
Booth Internet	_____	\$200.00 ea	_____	_____	_____	_____
Analog or IP Phone *	_____	\$150.00 ea	_____	_____	_____	_____
Audio Conference Phone *	_____	\$250.00 ea	_____	_____	_____	_____
ISDN Line	_____	\$350.00 ea	_____	_____	_____	_____

All prices listed are per room/booth per day.

* Long Distance calls are billed at 9¢ per minute; directory assistance at \$2.00 per call. Charges will be billed within 30 days of the move-out date and charged to your credit card. A credit card must be supplied with this order for long distance service to be provided.

MEETING PACKAGES

	# of Days	Per Day	Subtotal	Service Charge (20%)	CT 6% Tax	Total
Clay Arsenal (1 - 5 users)	_____	\$350.00 ea	_____	_____	_____	_____
Behind the Rocks (6 - 20 users)	_____	\$550.00 ea	_____	_____	_____	_____
Asylum Hill (21 - 48 users)	_____	\$750.00 ea	_____	_____	_____	_____
Custom Packages **	_____	Call for Quote & Information	_____	_____	_____	_____

A la Carte

Phone Line *	_____	\$150.00 ea	_____	_____	_____	_____
Internet	_____	\$200.00 ea	_____	_____	_____	_____

** For quotes & information on equipmen of services not shown here, contact Exhibitor Services at 860.728.2640.
 We can accomodate your needs with our 155MB access to the Internet and our 4,000 data ports.

Unless otherwise specified, installer will determine best placement within booth for internet connections. Please contact the CT Convention Center with special requests. Requests to change location may be subject to a service charge.

WORK COMPLETED

TAX MUST BE INCLUDED UNLESS YOU PRODUCE
 STATE OF CT TAX EXEMPTION DOCUMENTATION

ORDER TOTAL:

PLEASE READ IMPOR TANT CONDITIONS AND INSTRUCTIONS ON REVERSE SIDE OF THIS FORM

IMPORTANT CONDITIONS AND REGULATIONS

1. Payment in full, in **U.S. FUNDS** must accompany service order form. No service will be installed until full payment is received.
2. Credit will not be given for services installed and not used.
3. Notification of cancellation must be received a minimum of ten days prior to event for a full refund. Any equipment or service canceled within 24 hours of a function's start time will be billed at the full price.
4. All changes from original order may be assigned a service fee.
5. All exhibitor services will be disconnected on the last day of the event, 30 minutes after the official closing time.
6. Exhibitors will be responsible for the protection of any equipment rented from the Connecticut Convention Center and will be assessed a fee for lost or damaged equipment.
7. Disputes concerning service must be filed by the exhibitor with the Connecticut Convention Center prior to the close of the show.
8. The Connecticut Convention Center is not responsible for lost connections or traffic interruptions. We will work with the parties involved to resolve circuit issues on a best effort basis. No refunds or discounts will be given for service interruptions or other network service related downtime.
9. The Connecticut Convention Center reserves the right to disconnect any equipment that is found to be causing overall network problems.
10. Client agrees not to resell, extend or otherwise misuse the connections or services. The Connecticut Convention Center reserves the right to disconnect the client if they are found to have violated this usage agreement.
11. The Connecticut Convention Center is not responsible for cable and/or equipment provided by the client or a third party.
12. Users of Internet Service shall not knowingly cause or permit (a) material disruptions of or interference with network systems, users, services or equipment or (b) use the Internet connection for fraudulent or illegal purpose. Users may send and receive both commercial and non-commercial traffic over the Internet connection.
13. The Connecticut Convention Center is not liable for any lost profits or damages from the loss of data or information, delay, nondelivery or misdelivery or service interruptions of any kind, however caused, arising out of or in connection with the use of the Internet connection. In no event shall the Connecticut Convention Center be liable to the user for any amount in excess of a refund of amounts actually paid by the user to the Connecticut Convention Center.
14. For Internet services, each exhibitor logs in with their full name and password. It is the exhibitor's responsibility to control his or her own password(s).
15. Telephones must be picked up at the service desk prior to the event.
16. Telephones must be returned to the service desk within one hour after the event closing. Unreturned equipment may be subject to service charges.
17. The Connecticut Convention Center makes no guarantee as pertains to the speed of Wireless Internet connections.

Client's Initials: _____ Date: _____ / _____ / _____
April 2005

Make remittance and mail to:
Connecticut Convention Center – Attn: Exhibitor Services
100 Columbus Blvd., Hartford, CT 06106