

Internet & Telephone Request Form

CUSTOMER INFORMATION		
PLEASE PRINT OR TYPE		
Company:		
Address:		
City:	State:	Zip:
Phone:	Fax:	
Contact:		
Email:		

DELIVERY INFORMATION	
Convention Name:	
Exhibit Hotel Name:	
Booth #:	
On-Site Contact/Cell:	
Delivery:	Pick-Up:
Date:	Date:
Time:	Time:
Notes:	

Telephone Internet Equipment (subject to service fee)	#	Price	Total
Wired VoIP Telephone One time fee, per unit		\$200++/daily	\$
		\$400++/weekly	\$
8 Port switch One time fee.		\$110++	\$
Wired Line Ethernet for Internet dedicated Access. One User, basic, DHCP.		\$230++/daily	\$
		\$460++/weekly	\$
Add On: Additional Wired Line Ethernet for Internet dedicated Access. One time Fee. One User, basic, DHCP.		\$115++/daily	\$
		\$230++/weekly	\$
Private Static Address w/ VLAN Configuration.		\$685++	\$
Public Static IP Address w/ VLAN Configuration.		\$800++	\$
Add On: VLAN Configuration DHCP/Bypass Splash Page.		\$540++	\$

RENTAL POLICY
<ul style="list-style-type: none"> All equipment to be in operating condition upon delivery. If a malfunction is experienced in operation, the problem must be reported immediately. We will replace or repair the equipment. We are not responsible for problems reported after the rental period. Clients are responsible for all items while in their use; this includes damage, loss, theft, or vandalism. Repair or replacement costs will be charged. Cancellation of Equipment: 48 hour notice of cancellation is required for rental equipment or a fee of 50% of the normal one day rental rate will be charged. If equipment is delivered, client will be charged the normal event rate. Prices are based on current weekly rates and are subject to change without notice. All equipment is on an event rate per-booth basis.

PAYMENT INSTRUCTIONS	
<ul style="list-style-type: none"> Once the audio/visual request has been received and processed, a weblink will be sent to the email provided to our online secure payment platform, CERTAIN. Credit Card Information must be uploaded via CERTAIN. Upon processing the credit card on file, an invoice will be sent for the requested items. Should any on-site equipment be requested, a final invoice will be sent 7-10 business days post event. 	
Total Equipment Rental	\$
25% Service Fee	\$
6.5% FL Sales Tax	\$
TOTAL	\$

- ++ indicates service fee (currently 25%, which is taxable) and sales tax (currently 6.5%). Prices, service fee, and taxes are subject to change without notice.
- Equipment listed does not reflect our total inventory; please call for additional information and pricing.

For additional custom quotes or for questions, contact:
Phone 407-939-3050
or
Email: exhibits.coronado@encoreglobal.com