

TELECOM ORDER FORM



Advance Payment Deadline: 21 Days Prior to Move-In

COMPANY NAME:		BOOTH NUMBER:	
EVENT:			
FACILITY:	Seattle Convention Center		
DATES:		EVENT #	

For your convenience, orders can also be placed online at seattleconventioncenter.com/exhibitor-services

ORDER INSTRUCTIONS

BROADBAND WIRED INTERNET SWITCHES ONLY—NO ROUTERS

Provides a shared line at 1.5 Mbps, burstable to 3 Mbps. Recommended for basic Internet applications, social media feeds, and multi-media downloads. Purchase "Add'l Lines for Broadband Service" to add up to 4 additional IP addresses—you may rent a switch and patch cables from us, or bring your own. DHCP only—if you need Static IP address or public IP addresses you will need to upgrade to a Dedicated Service.

DEDICATED SERVICE REQUIRED FOR ROUTERS

Connection speeds are based on the purchased line, and are guaranteed for both uploads and downloads. Dedicated services is required for web casting, HD streaming, and any use of a router (wired or wireless). We do not rent or program routers. Comes with 5 static public IP addresses (we can pre-assign at your request); you can add additional IP addresses in blocks of 29.

POINT OF SALE INTERNET PACKAGE

The Point of Sale Internet Package is NOT available at all shows — please contact Exhibitor Services for details. If available, it consists of 1 Wi-Fi connection intended for checking email and point of sale, as well as a single 5 amp outlet at back of booth. The Wi-Fi codes are non-transferrable between devices, and labor/materials may apply for the power outlet. No substitutions or additions are available for this package.

DISTRIBUTION OF CABLES

You may run your own cables under flooring if you wish; however, be advised that this may negatively impact your freight/carpet delivery and your booth installation. If you would like our technicians to distribute your cables in advance of your arrival, please include a floor plan layout of your booth space including the exact location of each line, orientation with respect to surrounding booths, and (in the case of an island booth), the location of your main drop (as services come from the ceiling). If a main drop is not indicated on the floor plan, service delivery will be to the most convenient location.

WIRED INTERNET SERVICES AND LABOR

	QTY Show Hours Only	ADVANCE PAYMENT PRICE	REGULAR PAYMENT PRICE	ONSITE PAYMENT PRICE	TOTAL COST
SHARED SERVICE					
Broadband Wired Internet	_____	895.00	1140.00	1368.00	_____
Add'l Lines (max 4 per drop)	_____	185.00	220.00	255.00	_____
DEDICATED SERVICE					
3 Mbps (5 IP addresses)	_____	3495.00	4370.00	5244.00	_____
6 Mbps (5 IP addresses)	_____	5900.00	7375.00	8850.00	_____
10 Mbps (5 IP addresses)	_____	7850.00	9810.00	11772.00	_____
15 Mbps (5 IP addresses)	_____	11700.00	14630.00	17556.00	_____
Add'l Block of 29 IP Addresses	_____	995.00	1194.00	1433.00	_____
LABOR					
Per Hour/Per 4 Cables	_____	125.00	125.00	125.00	_____
Special Features Programming	_____	995.00	995.00	995.00	_____

Please call us for information on any services (such as higher bandwidth) you require that are not listed here—we go up to 1000 Mbps!

WIRELESS INTERNET SERVICES (WiFi)

SCC Pay WiFi Package	_____	179.00	229.00	259.00	_____
3 Mbps Hotspot (5 Devices)	_____	2339.00	2807.00	3368.00	_____
3 Mbps Hotspot (15 Devices)	_____	4133.00	4960.00	5244.00	_____
3 Mbps Hotspot (30 Devices)	_____	6762.00	8114.00	8850.00	_____

Single-device WiFi service may also be available to order onsite. Check with Exhibitor Services for availability on a show-by-show basis. If available, you can order by connecting your WiFi capable device to the Exhibitor Internet network when you arrive. The price is \$79.99 per day, per device; \$227.97 for three days, per device; or \$359.95 for five days, per device.

CREDIT CARD LINE

Single Line (no dial 9 required)	_____	275.00	345.00	414.00	_____
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EQUIPMENT RENTAL (We cannot rent or provide support on routers)

24 Port Switch	_____	185.00	225.00	270.00	_____
Patch Cable (Cat5)	_____	50.00	62.00	74.00	_____

PLACE TOTAL HERE AND TRANSFER TO BOX 3 ON MOP FORM

PRINT NAME:

EMAIL:

PHONE:

CANCELLATIONS Credits will not be issued for services delivered and not used. See Terms and Conditions for additional details.

TERMS & CONDITIONS I agree in placing this order that I have accepted SCC's payment policy and the terms and conditions of contract.

The "Method of Payment Form" must be completed and returned with this order form.

METHOD OF PAYMENT FORM

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FINANCIALLY RESPONSIBLE COMPANY			
COMPANY NAME:		PHONE:	
ADDRESS:		FAX:	
CITY:	ST:	ZIP:	
COUNTRY:	CELL:		
EMAIL:			

METHOD OF PAYMENT

All transactions require a credit card on file with proper authorization. In addition to checks, SCC also accepts American Express, Mastercard, Visa, Discover, ACH, and wire transfers. Indicate form of payment below.

CREDIT CARD
 For your convenience, we will use this authorization to charge any remaining balances on your account prior to event closing. A copy of final charges will be sent to the email address provided in the payment information section. All orders placed by the same account will appear on the same unified invoice and have their credits (if any) issued in bulk unless a \$25 administrative fee per order is paid prior to the close of show.

VISA **MASTERCARD** **AMEX** **DISCOVER**

BANK WIRE TRANSFER INFORMATION *
 Beneficiary Acct: Seattle Convention Center
 Acct# 1-535-9527-6111— US DOLLARS
 Bank: US BANK—1420 5th Ave, Seattle, WA 98101
 SWIFT CODE USBKUS44IMT
 Routing/ABA# 125000105
 Account Type Checking

*** \$50 processing fee MUST be included with transfer.**

COMPANY CHECK
 Please make check payable to: Seattle Convention Center. All foreign checks must be drawn on US Banks only. For those booths that require labor a credit card must be on file.

*****Please reference the Event Name and/or # and your Booth # on all checks and/or electronic payments.*****

CHECK AND CREDIT CARD INFORMATION											
COMPANY NAME:											
CHECK #											
CREDIT CARD NUMBER:										EXP DATE:	
CARD HOLDER SIGN:						PRINT NAME:					
EMAIL:								THIRD PARTY PAYMENT? YES OR NO			

CREDIT CARD ADDRESS INFORMATION IF DIFFERENT THAN INFORMATION ABOVE			
ADDRESS:	CITY:	ST:	ZIP:

SERVICE TOTALS	
1. BANK TRANSFER CHARGES*	
2. MANUAL PROCESSING FEE	\$25.00
3. TELECOMMUNICATIONS SERVICES	
4. ESTIMATED LABOR	
5. 2.5% TELECOM SURCHARGE	
SUB TOTAL	
10.25 Seattle, WA Sales Tax is due unless authorized exemption accompanies order	
TOTAL DUE	

AUTHORIZATION	
AUTHORIZED SIGNATURE ABOVE	
PRINT NAME ABOVE	TODAY'S DATE ABOVE

By signing and placing this order, I accept all payment policies and the terms and conditions outlined on all completed service order forms and the Edlen General Data Protection Regulation privacy policy. v. 01/30/23

TELECOM LAYOUT FORM

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Use the grid below to indicate the location of each electrical outlet ordered, or visit edlen.com/exhibitor-resources/ for an exact grid to match your booth space. If power is only required at the rear of an in-line booth this form is not necessary.

Service is brought down from the ceiling to the main distribution point ("main drop") in island booths and then distributed from that point. Indicate this location and all other service locations using the legend below (see T&C page 5 for examples):

INDICATE BOOTH TYPE	INDICATE SCALE & TOTAL SQ FT	OUTLET LEGEND
Island _____	Example: 1 Square = 1 Foot	X = Main Distribution Point
Inline _____	_____ Square = _____ Ft	C = Location of Credit Card Line
Peninsula _____	Total Square Footage = _____	I = Location of Internet Service
		H = Location of Hub

Adjacent Booth or Aisle # _____

Adjacent Booth or Aisle # _____

Adjacent Booth or Aisle # _____

Adjacent Booth or Aisle # _____