

INTERNET & TELEPHONE SERVICE ORDER FORM



Company: _____
Contact Person: _____
Phone: _____
Fax: _____
Event Name: _____
Event Date(s): _____
Location/Booth #: _____

Please fax completed form to:
 (888) 247-4928
 Questions:
 (888) 316-6190

SERVICE/EQUIPMENT	QTY	COST	TOTAL
INTERNET SERVICE			
High Speed Internet Access (a)	_____	\$350.00 per terminal	\$ _____
Computer Configuration	_____	\$50.00 per half hour	\$ _____
Booth Cable Pulls (b)	_____	\$50.00 per drop	\$ _____
TELEPHONE SERVICE			
Telephone Lines	_____	\$195.00 flat	\$ _____
Telephone Unit	_____	\$20.00 flat	\$ _____
Line Hunting	_____	\$25.00 flat, per line	\$ _____
Long Distance (c)	_____	\$25.00 flat	\$ _____
Please check here if you require long distance: <input type="checkbox"/>			Subtotal: \$ _____
			Fees & Taxes (11%): \$ _____
			TOTAL: \$ _____

- (a) Pricing is per computer accessing the Internet. This service requires an Ethernet/network card. This service requires DHCP configuration settings on all computers to be used. Configuration assistance is available (see above)
- (b) If your booth requires cable to be laid beneath carpet, please select this option. Quantity should equal the number of lines and/or computers required. Please contact Showtel at 888-316-6190 to provide installation schedule and layouts
- (c) This service includes 200 minutes of domestic long distance service. Additional minutes are billed at \$0.10 per minute.

INSTALLATION NOTE: Showtel does not guarantee specific installation times. All services are installed based on the limitations of the facility and the predetermined show schedule. Showtel guarantees that all pre-ordered services will be installed on the day/s designated for exhibitor move-in.

Credit Cards Accepted (check one): Visa MasterCard Discover

Name of Cardholder: _____
Credit Card Number: _____ **Expiration Date:** _____
Credit Card Billing Address: _____

Cardholder's Signature: _____

Please make checks payable to : SYCAMORE COMMUNICATIONS CORPORATION
 233 N. Guadalupe, #209, Santa Fe, NM 87501

PAYMENT IS DUE PRIOR TO INSTALLATION OF SERVICES. ALL SALES ARE FINAL UNLESS STATED IN WRITING BY SHOWTEL. THIS COMPLETED ORDER FORM IS YOUR FINAL STATEMENT PLEASE MAINTAIN A COPY FOR YOUR RECORDS

Showtel Communications Service Agreement

The undersigned (hereinafter referred to as "Client") agrees to receive services from Sycamore Communications Corporation, doing business as Showtel Communications (hereby referred to as Showtel), as described in the attached order form (hereinafter referred to as "Services"). Client agrees that upon the execution of this Service Agreement, Client accepts full responsibility and guarantees payment for all Services outlined within the attached order form. Client agrees that all sales are final unless otherwise stated in writing by Showtel. Showtel agrees that upon the execution of this Service Agreement, Showtel will successfully complete all Services outlined within the attached order form. Client agrees that payment for Services outlined in the attached order form is due prior to delivery of Services. Client agrees that Showtel may pursue all avenues of collection, including use of collection agencies. Client agrees that there will be a service charge for this method of collection. Showtel is not a manufacturer of any equipment provided for use by the Client and has not made and does not make any representation, warranty, or covenant, express or implied, with respect to the condition, quality, durability, or suitability of the equipment or services. Showtel does not guarantee uninterrupted service and Showtel shall not be liable for the inability of Client to complete telephone calls or send or receive data for any reason including but not limited to Client's use of equipment. This Service Agreement cannot be assigned or transferred by Client. This Service Agreement constitutes the full agreement between Showtel and Client.

ATTENTION THOSE ENGAGED IN CREDIT CARD FRAUD: Showtel cooperates fully and aggressively with Federal and State law enforcement agencies to prosecute, to the fullest extent of the law, anyone engaged in: unauthorized credit card transactions, credit card theft and/or credit card fraud.

PLEASE HAVE THE CREDIT CARD HOLDER SIGN AND DATE BELOW:

Signature:

Print Name:

Date:

Company Name:

Event Name/Show:

Booth #:



SHOWTEL COMMUNICATIONS

A Division of the Sycamore Communications Corporation
233 N. GUADALUPE #290, SANTA FE, NM 87501