



Telecommunications, Internet & Equipment Rental Services Order Form

Please complete this Order Form and fax back to: 1.877.996.6846
 Questions? Please contact our office at: 1.877.722.4108



Event Title: _____ Date (s): _____ Booth/ Rm #(s): _____
 Company Name: _____ Company Address: _____
 City/ State/ Country, Zip: _____ (On Site) Contact: _____
 E-mail: _____ Phone Number: _____ Fax Number: _____

TELEPHONE SERVICES	QTY	*ADVANCED	STANDARD	TOTAL
Standard Phone Line - Includes a non-refundable \$25 Toll/ Long distance Fee. Charges incurred over that amount will be billed separately. Please indicate use: <input type="checkbox"/> Calls <input type="checkbox"/> Modem <input type="checkbox"/> Both <input type="checkbox"/> Credit Card Machine		\$255	\$300	
Phone Instruments & System Features:				
<ul style="list-style-type: none"> • Single Line Phone Handset • Cordless Phone Handset • Polycom Full Duplex Conference Phone 		_____ _____ _____	\$25 \$50 \$125	
HIGH SPEED INTERNET SERVICES	QTY	*ADVANCED	STANDARD	TOTAL
Shared High-Speed Internet Connection (1) Wired 512Kbps—1.5Mbps burstable Internet connection.		\$697	\$820	
Additional Shared High-Speed Internet Connection Existing Shared Internet Connection orders only! (1) Wired connection (10) Additional connections max may be added, Hub and Cables not included.		_____	\$150	
Wireless Internet Available upon request only Outside Wireless Devices are Strictly Prohibited Unless Authorized by Wombo Inc.		_____	_____	_____
3MB Dedicated High-Speed Internet Connection (1) Private wired 1.5Mbps synchronous Internet drop, (29) Devices max, Hub & Cables not included.		\$2,975	\$3,500	
6MB Dedicated High-Speed Internet Connection (1) Private wired 3.0Mbps synchronous Internet drop, (29) Devices max, Hub and Cables not included.		\$4,675	\$5,500	
10MB Dedicated High-Speed Internet Connection (1) Private wired 5.0Mbps synchronous Internet drop, (29) Devices max, Hub and Cables not included.		\$6,375	\$7,500	
VLANS		\$1,275	\$1,500	
8 Port Hub and Cables		_____	\$125	
24 Port Hub and Cables		_____	\$175	
50' of Cat5 Ethernet Cable		_____	\$50	
SPECIAL SERVICES	QTY	*ADVANCED	STANDARD	TOTAL
Dry Pair Order & Extension of 3rd Party Circuit:				
<ul style="list-style-type: none"> • Extension of 3rd Party Lines from Demarc • Fiber Runs & Cross Connects 		_____ _____	\$1,500 Call for Pricing	
*COMPUTERS & SOFTWARE	QTY	*ADVANCED	STANDARD	TOTAL
Laptop Core2 Duo, 1GB RAM, 160GB HD, DVD-Burner, Win XP/PRO		_____	\$125	
Desktop Systems	*Call for Discount Pricing & Quote			
Microsoft Office (Includes: Word, Excel, PowerPoint, Access & Outlook)	Included			
Cybercafé or Kiosks (5 or more Systems)	*Call for Discount Pricing & Quote			

MONITORS	QTY	*ADVANCED	STANDARD	TOTAL
20" Flat Panel Monitor		——	\$75	
23" Flat Panel Monitor		——	\$150	
32" - 65" Flat Panel Monitor	*Call for Discount Pricing & Quote			
6' Flat Panel Stationary Pole Stand		——	\$125	
6' Flat Panel Rollaway Stand w/ Shelf		——	\$175	
Flat Panel Monitor Wall Mount		——	\$25	
FAXES & PRINTERS	QTY	*ADVANCED	TOTAL	
Network Laser Printer		——	\$75	
Printer/ Fax/ Copier/ Scanner All-In-One		——	\$125	
MISCELLANEOUS	QTY	*ADVANCED	TOTAL	
Wireless Keyboard & Mouse		——	\$25	
Computer Speakers		——	\$25	
DVD Player (Standard RCA/ S-Video)		——	\$75	
AC Power Strip w/ Surge Protector		——	\$15	
10' VGA Cable		——	\$15	
10' RCA to 1/8" Headphone Jack		——	\$25	
Labor Rate <i>Additional Shared High-Speed Internet and Dedicated High-Speed Internet Connection orders are 1hr labor minimum, Price includes termination.</i>		——	\$125/hr (1 hr Minimum)	
Expedite Fee <i>All orders placed on-site</i>	——	——	\$100	
* ADVANCED RATE: ALL ORDERS PLACED 21 DAYS PRIOR TO EVENT MOVE-IN DATE.			8.75% Sales Tax (Equipment Only)	
* RENTAL SERVICES: PRICING IS A PER DAY CHARGE FOR ALL RENTAL EQUIPMENT. DISCOUNTS BASED ON QUANTITY & DAYS. CALL TODAY FOR A QUOTE!			Add \$75 Delivery (Equipment Only)	
* CALL TODAY FOR GROUP RATE DISCOUNTING!!!			GRAND TOTAL	

updated 1/2010

TERMS AND CONDITIONS

TELECOMMUNICATIONS AND INTERNET SERVICES

1. All Telecommunication and Internet orders are based on availability and will be accessible on the day of show **only**.
2. Wombo, Inc. is not responsible for loss of communication services caused by the LEC (Local Exchange Carrier) and/or Long Distance Carriers or ISP (Internet Service Providers).
3. All ISDN Lines (2B+D) will be provisioned "Intel Blue" unless otherwise specified.
4. Only Wombo personnel are authorized to modify system wiring or cabling.
5. All materials and equipment furnished by Wombo, Inc. remains the property of Wombo, Inc Replacement charges maybe incurred for misuse or loss of equipment.
6. All equipment rented from Wombo, Inc. must be returned at the end of the event to a Wombo Representative. Any equipment lost, stolen or damaged will be charged back to customer.

EQUIPMENT RENTALS

7. All Rental Orders are based on availability at time of order.
8. Wombo, Inc. reserves the right to choose product brand. You may request a specific brand or product, which may result in a higher charge.
9. Only Wombo personnel are authorized to modify equipment.
10. Please report any equipment malfunction to Wombo, Inc immediately. Credit will not be given if reported after the event.
11. Wombo, Inc is not responsible for software compatibility issues. Customer will be charged a \$75 fee for troubleshooting customer installed software.
12. All materials and equipment furnished by Wombo, Inc. remains the property of Wombo, Inc. Replacement charges will be billed for misuse or loss of equipment.
13. All equipment rented from Wombo, Inc. must be returned at the end of the event to a Wombo Representative. Any equipment lost, stolen or damaged will be charged back to customer.

TERMS AND CONDITIONS
(Continued)

ORDERING INFORMATION:

14. Please provide all information requested on the form for speedy processing of your order.
15. An Onsite contact **MUST** be given to receive your items on show site.
16. For In booth cabling, please provide a scaled drawing of your booth indicating line placement.
17. Facility cannot be held liable for services provided by Wombo, Inc.
18. Exhibitor must be present in booth to accept delivery or a repeat delivery charge will apply.
19. Any long distance charges for phone or ISDN services will be billed separately.
20. All prices are subject to change, Wombo Inc. will provide notice of change at time of your order.
21. Wireless Internet Services requires us to install software on your computer. Wombo, Inc. cannot be held liable for lost data or if card is not compatible with your system. Card must be returned to Wombo.

PAYMENT TERMS:

22. Full payment **MUST** accompany all orders.
23. Credit will not be given for service installed and not used.
24. Wombo, Inc. accepts payment in US dollars, Checks drawn on a US Bank, Wire Transfers, or the following credit cards: (VISA, MC, AMEX) Make all checks payable to: **Wombo, Inc.**
25. There will be a \$30.00 service charge for returned checks.
26. There is a expedite fee of \$100 if services are ordered on-site.
27. All Wire Transfers must include Bank Transfer Fee of \$45.00
28. When paying by check, credit card information must be provided for incidentals.

CANCELLATION & REFUNDS:

29. Cancellations must be in writing on company letterhead with-in **72hrs.** of event move-in date in order to receive a refund.
30. A \$150 cancellation fee applies to all processed orders under \$1,000. All processed orders exceeding \$1500 will be charged a 15% cancellation fee. Additional fees may apply if services have been ordered to the MPOE before any cancellation request has been received and/ or special item orders have been filled.
31. Refunds will be processed within **30 days** of show closing.
32. No credits will be issued after delivery or attempted delivery of rented equipment.

PAYMENT INFORMATION:	<input type="checkbox"/> Credit Card (VISA / MC / AMEX)	<input type="checkbox"/> Company Check / PO#
Credit Card #/ PO #: _____ CVV2 #: _____ Expiration: _____/_____/_____		
Billing Address on Card: _____ City/ State/ Zip: _____		
Name on Card: _____ Signature: _____		
Company Contact Name (if other than name on card): _____		
E-mail Address: _____ Phone #: _____ Fax #: _____		

*By signing above you have agreed to the terms and conditions of this contract . Any late charges or additional fees will be billed directly to this credit card. **Federal Tax ID # 77-0485659***

- **Questions regarding services— Call 1.877.722.4108**
- **Faxing orders— Please dial 1.877.996.6846**
- **Mailing Payment— 8733 Magnolia Ave., Suite 100, Santee, CA 92071**
- **Email us— support@wombo.com**

FOR OFFICE USE ONLY:

Check Number: _____ **Approval Number:** _____ **Date:** ____/____/____