



Sacramento
Convention Center

Telecommunications, Internet & Equipment Rental Order Form

~ 2012 Calendar Year Edition ~

(Updated 1/2012)



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

Event: _____ Date(s): _____ Booth/ Rm #(s): _____

Company: _____ Address: _____

City/ State/ Country, Zip: _____

(On Site) Contact: _____ Phone : _____

E-mail: _____ Fax : _____

COMMUNICATIONS SERVICES	QTY	*ADVANCED (21 days)	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"/> Credit Card Machine <input type="checkbox"/> Both		\$200	\$250	
Phone Instruments & System Features:				
• Single Line Phone Handset		_____	\$25	
• Cordless Phone Handset		_____	\$50	
• Polycom Full Duplex Conference Phone		_____	\$125	
2-Way Radio - Includes 1 Radio and Charging Accessory.		_____	\$45	
HIGH-SPEED INTERNET SERVICES	QTY	*ADVANCED (21 days)	STANDARD	TOTAL
Shared High-Speed Internet Connection (1) Wired 1.54Mbps burstable, 10Mbps Shared Internet Connection. NO SERVERS OR STREAMING ALLOWED ON SHARED NETWORK - CALL FOR DETAILS -		\$656	\$820	
Wireless Shared High-Speed Internet Connection (1) Wireless 512Kbps burstable, 3Mbps Shared Internet Connection. NO SERVERS OR STREAMING ALLOWED ON SHARED NETWORK - CALL FOR DETAILS -		\$400	\$500	
Group Wi-Fi Access Available (3MB, 6MB or 10MB dedicated Internet connection required)		<i>Call for Pricing & Quote</i>		
UNAUTHORIZED WIRELESS DEVICES ARE STRICTLY PROHIBITED ON THE SHOW FLOOR. "Exhibitors" If wireless is necessary for demonstration purposes it must be approved by Wombo Inc., in advance. SSID Broadcast must be terminated, WEP, WPA encryption enabled and each device accessing the wireless MUST purchase an IP address below.				
Additional Wired –or– Wireless Shared High-Speed Internet Connection Existing Shared Internet Connection orders only! (1) Internet Connection (10) Additional connections <u>MAX</u> may be added, Switch and Cables not included.		_____	\$150	
1.5MB Dedicated High-Speed Internet Connection (1) Private wired 1.54Mbps upload/ 512Kbps download Internet drop, (3) Devices max, Switch & Cables not included.		\$2,280	\$2,850	
3MB Dedicated High-Speed Internet Connection (1) Private wired 1.5Mbps Synchronous Internet drop, (29) Devices max, Switch & Cables not included.		\$3,080	\$3,850	
6MB Dedicated High-Speed Internet Connection (1) Private wired 3.0Mbps Synchronous Internet drop, (29) Devices max, Switch and Cables not included.		\$4,400	\$5,500	
10MB Dedicated High-Speed Internet Connection (1) Private wired 5.0Mbps Synchronous Internet drop, (29) Devices max, Switch and Cables not included.		\$6,600	\$8,250	
VLAN Connection		\$1,200	\$1,500	
8 Port Switch and Cable Package (required)		_____	\$125	
24 Port Switch and Cable Package (required)		_____	\$175	
50' of Cat5 Ethernet Cable		_____	\$50	
SPECIAL SERVICES	QTY	*ADVANCED (21 days)	STANDARD	TOTAL
Dry Pair Order & Extension of 3rd Party Circuit:				
• Extension of 3rd Party Lines from Demarc		_____	\$1,500	
• Fiber Runs & Cross Connects		_____	Call for Pricing	

COMPUTER & SOFTWARE	QTY		**STANDARD	TOTAL
Desktop Systems			<i>Call for Discount Pricing & Quote</i>	
Microsoft Office (<i>Includes: Word, Excel, PowerPoint, Access & Outlook</i>)			<i>Included</i>	
Cybercafé or Kiosks (<i>5 or more Systems</i>)			<i>Call for Discount Pricing & Quote</i>	
Laptop Computer (<i>call for processor and memory specs</i>)		—	\$125	
MONITORS	QTY		**STANDARD	TOTAL
20" Flat Panel Monitor		—	\$75	
23" Flat Panel Monitor		—	\$150	
32" - 65" Flat Panel Monitor				
6' Flat Panel Stationary Pole Stand		—	\$100	
Flat Panel Monitor Wall Mount		—	\$50	
FAXES & PRINTERS	QTY		**STANDARD	TOTAL
Network Laser Printer		—	\$100	
Printer/ Fax/ Copier/ Scanner All-In-One		—	\$150	
MISCELLANEOUS	QTY		**STANDARD	TOTAL
Keyboard & Mouse		—	\$35	
Computer Speakers		—	\$50	
AC Power Strip		—	\$15	
10' VGA Cable		—	\$15	
10' RCA to 1/8" Headphone Jack		—	\$15	
Labor Rate <i>Additional Shared High-Speed Internet, Dedicated High-Speed Internet Connection orders and Event/ Show orders are all minimum 1hr labor.</i>		—	\$125/hr <i>(1 hr Minimum)</i>	
Expedite Fee <i>All orders placed on-site</i>	—	—	\$100	
* ADVANCED RATE: ALL ORDERS PLACED 21 DAYS PRIOR TO EVENT MOVE-IN DATE.			7.75% Sales Tax <i>(Equipment Only)</i>	
*** 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 <i>(Equipment Only)</i>	
CALL TODAY FOR GROUP RATE DISCOUNTING!!!			GRAND TOTAL	

TERMS AND CONDITIONS

WIRELESS DECLARATION

- A. UNAUTHORIZED WIRELESS DEVICES ARE STRICTLY PROHIBITED ON THE SHOW FLOOR. If wireless is necessary for demonstration purposes it must be approved by Wombo Inc., in advance. SSID Broadcast must be terminated, WEP, WPA encryption enabled and each device accessing the wireless MUST purchase an IP address.
- B. No Customer provided access points (Routers, Mi-Fi Devices etc.) are authorized for use with in the Sacramento Convention Center with out prior approval (wireless access points with out adjustable power outputs can not be authorized under any circumstance). Customer provided access points can interfere with The Wombo Inc. Wireless Network.
- C. Wombo Inc. requires all customers showcasing their wireless product(s) to contact Wombo Inc. 21 days prior to show move in date in order to approve their wireless device(s) (All approvals will incur a site survey fee).

TELECOMMUNICATIONS AND INTERNET SERVICES

- 1. Wombo Inc. is the exclusive provider and installer of all Telecommunications, High Speed Internet Access and Networks with in the Sacramento Convention Center Complex. All orders are based on availability and will be accessible **on the day of show**.
- 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.

TERMS AND CONDITIONS
(Continued)

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.

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 within **3 business days** for event start date.
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 \$1,500. All processed orders exceeding \$1,500 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: For your privacy and convenience credit card payments can now be paid online. Please fill out your contact information below and an invoice with payment instructions will be forwarded to your e-mail address on file. Please note that per Wombo Inc., Terms & Conditions all charges are due in full upon the client receiving their invoice, services and/ or equipment can only be installed after payment is received.

*Please mark your method of payment: Company Check / PO# Credit Card

Company Contact: _____ Phone: _____

E-mail Contact: _____ Fax : _____

Billing Address: _____

City/ State/ Zip: _____

Signature: _____ Date: ____/____/____

- Please fax your completed contract to: 1.877.996.6846 - (or) - Scan and Email to: support@wombo.com
- Mailing Check Payment : 8733 Magnolia Ave., Suite100, Santee CA 92071

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

- Questions regarding services — Please Call 1.877.722.4108
- Email us — support@wombo.com

FOR OFFICE USE ONLY:

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