



# Event Information Technology Request Form

Today's Date \_\_\_\_\_ Master Account # \_\_\_\_\_  
 Event Name \_\_\_\_\_ Start Date/Time \_\_\_\_\_ End Date/Time \_\_\_\_\_  
 Load-in date \_\_\_\_\_ Departure date \_\_\_\_\_  
 Company Name \_\_\_\_\_ Street Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Technical Contact Name \_\_\_\_\_ Phone # \_\_\_\_\_ Email \_\_\_\_\_

Convention Services Manager \_\_\_\_\_ Phone # \_\_\_\_\_ Email \_\_\_\_\_  
 Event Location \_\_\_\_\_ Room \_\_\_\_\_ Booth \_\_\_\_\_

SERVICE ITEMS	#	Advanced Rate*	Onsite Rate	Total	Location #	Load-In Date/Time	Load-Out Date/Time
<b>Voice Services</b>							
<i>Analog Services</i>							
Fax / modem / credit card line		125.00	250.00				
With Phone – in-house / local calling only		150.00	300.00				
ISDN Services – 2B + 1D with 2 SPIDs		250.00	500.00				
<i>VoIP Services (long distance and international options)</i>							
IP Polycom		300.00	600.00				
Basic IP Phone		150.00	300.00				
Display IP Phone		200.00	400.00				
Custom Call Center Features (Special Quote)		Custom	Custom				
Multi Venue Fee – Expo, Earth Conv., Sky Conv.		250.00	500.00				
<b>Internet Services</b>							
Public Wireless Services – Best Effort based on usage		Complimentary					
<b>Dedicated Wireless Services</b>							
10Mbs		600.00	1,000.00				
20Mbs		1,200.00	1,700.00				
50Mbs		2,500.00	3,000.00				
100Mbs		5,000.00	5,500.00				
300Mbs		10,000.00	11,000.00				
Custom Wireless Options (Special Quote)		Custom	Custom				
Multi Venue Fee – Expo, Earth Conv., Sky Conv.		250.00	300.00				
Public wired – Best Effort based on usage		Complimentary					
<b>Dedicated Wired Services (0-5 static IP addresses)</b>							
10Mbs		600.00	1,000.00				
20Mbs		1,200.00	1,500.00				
50Mbs		2,500.00	3,000.00				
100Mbs		4,000.00	4,500.00				
300Mbs		10,000.00	12,000.00				
Custom Wired Options (Special Quote)		Custom	Custom				
Additional static IP address		100.00	125.00				
VPN Services with 1 static IP address		250.00	300.00				
Multi Venue Fee – Expo, Earth Conv., Sky Conv.		250.00	300.00				

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**SERVICE ITEMS- Continued**

**VLAN – Private Wired Network**

- 2-10 Connections
- 11-25 Connections
- Ethernet Switch Rental (8 – 24 Port)
- Multi Venue Fee – Expo, Earth Conv., Sky Conv.

**CATV**

#	Advanced Rate*	Onsite Rate	Total	Location #	Load-In Date/Time	Load-Out Date/Time
	500.00	600.00				
	1,000.00	1,200.00				
	200.00	250.00				
	250.00	300.00				
		.00				

**\* IMPORTANT NOTES:** FEES FOR SERVICES NOT LISTED ABOVE WILL BE DETERMINED AT THE TIME OF ORDER

1. All setup and rental fees are for the duration of the event, not to exceed 7 days, plus usage unless otherwise indicated.
2. CT sales tax is included in the price.
3. Direct Dial Long Distance calls billed on a per minute basis (AT&T operator assisted plus 40%).
4. Orders cancelled with less than 48 hours notice will incur a 50% cancellation charge.
5. Advance Rate, Order must be received a minimum of 15 Days prior to first (1<sup>st</sup>) scheduled move-in date.
6. Technical Assistance charges are \$50.00 per hour. There is a minimum of 1 hour required. 15 days advance notice required. Standard Rate \$100 per hour with 3 hour minimum
7. Provision 3<sup>rd</sup> party circuits @ \$200 plus standard labor of \$50 per hour.
8. VoIP telephones are required for multi conference call, speed dialing and other specially programmed features.
9. It is our policy to prohibit the use of any device which advertises wireless services on the 2.4 or 5.0 GHz frequencies.

Please take the opportunity to explain what services you are requesting and how they will be used.  
 For example:

- 1) We will have 50 people using wireless for email, surfing and social media.
- 2) There will be 5 credit card devices using wireless to access the Internet to process transactions.
- 3) We need a TV for our DVD player to run our marketing videos.

Service Request Explanation:

**SUBMIT COMPLETED TO:**



**Demers  
Events  
& Expo  
Services**

**Demers Exposition Services, Inc.**  
 151A Park Ave., East Hartford, CT 06108  
 Ph: (860)882-0003 - Fax (860)761-0070  
 info@demersexpo.com

COMPANY NAME:				PHONE:				FAX:			
ADDRESS:				CITY:				ST:		ZIP:	
SIGNATURE:				PRINT NAME:				Country:			
EMAIL ADDRESS:											
PAID BY: CHECK				AMX		VISA		MC		EXP DATE:	
CARD HOLDER SIGN:						PRINT NAME:					
<b>CREDIT CARD BILLING ADDRESS (If different from address above)</b>											
ADDRESS:				CITY:				ST:		ZIP:	

# CREDIT CARD AUTHORIZATION

To have orders charged to a credit card account, please complete the information requested below and return this form with your order(s). Credit Card orders are subject to credit approval. Event site balances or charges for outstanding labor or miscellaneous items not previously paid will be charged to your credit card account.

CREDIT CARD:      VISA      MasterCard      AMEX  
ACCOUNT NUMBER: \_\_\_\_\_  
EXPIRATION DATE: \_\_\_\_\_  
SECURITY CODE (Visa/ MasterCard 3 digit # on back, Amex 4 digit # on front): \_\_\_\_\_  
CARDHOLDER'S NAME: \_\_\_\_\_  
CARDHOLDER'S SIGNATURE: \_\_\_\_\_ DATE : \_\_\_\_\_

## ADDRESS BELOW MUST MATCH CARDHOLDER'S BILLING ADDRESS

Company Name: \_\_\_\_\_ Booth #: \_\_\_\_\_  
Card Billing Address: \_\_\_\_\_ Authorized by: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_ Signature: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Date: \_\_\_\_\_  
Email Address: \_\_\_\_\_

## CREDIT AND PAYMENT POLICY

The Credit Card Authorization section above must be completed and accompany all credit card orders. Please notify your company representative of the following:

- All orders must be paid in full and/or credit card authorization (above) be on file with your order(s) before services are rendered.
- There will be no invoicing. Purchase Orders are not a form of payment.
- Payment for orders mailed to Demers in advance can be made by company check, money order or credit card.
- Event site orders can be paid by cash or charged to a credit card.
- International exhibitors must prepay all services in U.S. Currency.
- Items ordered, delivered to booth, then cancelled, will not be refunded.
- Other refund requests will not be considered unless exhibitor makes request of Demers prior to the close of the event.
- Exhibitor is responsible for the cost of repair or replacement if equipment is lost, damaged or stolen while being rented.
- Payment must be received by **Friday, February 25, 2022** for discount pricing to apply.
- Orders received without payment will be assessed a late fee.

By submitting this credit card authorization, you knowingly authorize Demers to charge your credit card for any service rendered under the terms and conditions stated in this Exhibitor Kit. You also knowingly authorize your show-site representative to sign for charges on your behalf.

**PAYMENT MUST BE INCLUDED WITH ALL ORDERS**

