

**Greater Richmond Convention Center** - 2008/2009 - **TELECOMMUNICATIONS SERVICE ORDER FORM**

403 North 3rd Street  
Richmond, VA  
23219

- Please discard all previous versions of this form -  
For The Most Up-to-Date Order Form, Please Visit:  
<http://www.richmondcenter.com/telecommunications.html>

Services Provided by:  
**OPENBAND of Virginia, LLC** - A Division of M.C. Dean, Inc.  
For service and order inquiries please contact **Dan Allred**  
at 804-783-7320 or via Fax at 804-643-1690



EVENT NAME:	Today's Date:	Your Expected Setup Date:	Date and Time Services will First be Required:
EXHIBITOR NAME:	Onsite/Event Day Contact & Ph: (Preferably Cell)	Booth(s) or Room #(s): (if known)	

TELEPHONE SERVICE: Standard phone service includes the one-time installation and removal of a single line, a handset if needed, and up to a 25 foot cord.  
HIGH SPEED INTERNET: High speed internet access guarantees a *minimum* data rate of 128k and includes the one-time installation and removal of a single network connection and up to a 25 foot cord.  
EQUIPMENT RETURN: All equipment and cabling not returned to the Greater Richmond Convention Center will be billed to the responsible party.  
RATE CHANGES: All rates are subject to change without notice.

**IMPORTANT NOTES:** Customers relocating services after installation has been completed will be charged \$65 per end-connection that is moved.  
†FLOOR RATE: The 'Floor Rate' (see below) will be applied to all orders not received at least 3 days prior to exhibitor/client expected first use as indicated above.

Item Qty.	TELECOM SERVICES	ADVANCED RATE	†FLOOR RATE	EXTENDED TOTALS
	<b>Non-Dedicated Telephone Line</b> with unlimited local dialing and incoming calls (PBX Switched 'Dial-9' phone line. Generally best suited for Standard Incoming & Outgoing Voice Communications)	\$195.00 (Per Line, Per Event)	\$295.00 (Per Line, Per Event)	
	<b>Dedicated Telephone Line</b> with unlimited local dialing and incoming calls (Std. Telco phone line with public phone number. Best for Incoming & Outgoing Voice, Credit Card, Fax, or PC Communications)	\$225.00 (Per Line, Per Event)	\$325.00 (Per Line, Per Event)	
	<b>Long Distance Capability?</b> If yes, enter Qty. of lines needing LD. **Credit card# must accompany form to receive LD capability	*Any LD Usage Will Be Billed Following Event At \$0.25/Minute		
	<b>Telephone Handsets Required?</b> If yes, enter Qty. of lines needing Handsets.	*Handsets Provided As Needed At No Additional Charge		
Qty.	<input type="checkbox"/> <b>Voice Mail - \$20.00</b> (Per Line, Per Event)	Qty.	<input type="checkbox"/> <b>Call Forwarding - \$5.00</b> (Per Line, Per Event)	<input type="checkbox"/> <b>Call Waiting - \$10.00</b> (Per Line, Per Event)

Item Qty.	Duration of Svc.	INTERNET / SPECIALTY SERVICES / EQUIPMENT	ADVANCED RATE	†FLOOR RATE	EXTENDED TOTALS	
		<b>**NEW** Videoconferencing:</b> Now you can take your voice-only, teleconferenced meetings to the next level. Our Videoconference packages include a videoconference unit, camera, video monitor, microphones, a dedicated communications link, and a trained operator, <b>all bundled together</b> to make this <i>Turn-Key</i> solution far more cost effective to our clients than when purchased individually. (Meeting space rental costs are separate).	\$2,995 1/2 Day <sup>1</sup>	\$3,295 Full Day <sup>2</sup>	\$3,995 1/2 Day <sup>1</sup>	\$4,395 Full Day <sup>2</sup>
		<b>Dedicated T1:</b> Dedicated T1 service between exhibitor location and the GRCC Internet Service Provider.	\$2,795.00 (Per Week)	\$3,634.00 (Per Week)		
		<b>High Speed Internet Access Week Rate:</b> An internet hookup is required for any exhibitor requiring internet service. The internet hookup includes one 10BaseT shared media port and one IP address. If additional nodes will be connected, additional IP addresses must be purchased. Best rate for service needs of 3 days to 1 week.	\$995.00 (Per Week)	\$1,323.00 (Per Week)		
		<b>High Speed Internet Access Daily Rate:</b> An internet hookup is required for any exhibitor requiring internet service. The internet hookup includes one 10BaseT shared media port and one IP address. If additional nodes will be connected, additional IP addresses must be purchased.	\$375.00 (Per Day)	\$675.00 (Per Day)		
		<b>Additional IP Addresses</b> are for all <u>additional</u> users of each required base connection. Exhibitors must purchase one IP address for each node which will also use the internet service. No proxy server, Network Address Translation (NAT), or any other type of gateway or IP sharing device may be used to provide access for multiple nodes through the purchase of a lesser number of IP addresses. In the event such a device is used, one IP address must be purchased for the gateway and one for each node using the gateway. -(Hub required)-	\$135.00 (Per Day)	\$180.00 (Per Day)		
		<b>Hub/Switch Rental:</b> A Hub or Switch may be available for customers wishing to establish LANs on the exhibit floor. These are typically 8 port, unmanaged 10BaseT devices. Exhibitors may provide their own device. NOTE: Purchase of additional IP addresses is <i>required</i> for each connection to the hub/switch used.	\$100.00 (Per Event)	\$125.00 (Per Event)		
		<b>Patch Cables:</b> Patch cables are available in lengths from 6 to 15 feet. These are Category-5, 10BaseT patch cables. Exhibitors may provide their own patch cables for internet service.	\$15.00 (Per Event)	\$20.00 (Per Event)		
		<b>Technical Support</b> for issues not related to the physical connectivity of services ordered will be charged at a rate of \$100 per hour with minimum one hour charge.	\$100.00 (Per Hour)			

Every effort will be made to have service(s) available for use at least 4 hours prior to the date and time indicated in the "... Services First Required" block located in the top-right corner of this form. Lines will be installed using the most logical placement unless a detailed plan is provided by the customer with this form. Disconnection will generally occur within 4 hours after published close of event.

Special Instructions:	Subtotal <b>5% Tax</b> (Telephone Services Only) Or Exemption Cert #
	<b>TOTAL CHARGES</b>

**--- CHECK OR CREDIT CARD PAYMENT INFORMATION MUST ACCOMPANY ORDER ---**

PAYMENT AMOUNT ENCLOSED \$ \_\_\_\_\_ CHECK NUMBER \_\_\_\_\_ (If Applicable)

AMEX       VISA       MASTERCARD

CREDIT CARD NUMBER \_\_\_\_\_ EXPIRATION \_\_\_\_\_  
NAME ON CREDIT CARD \_\_\_\_\_ CVC Code \_\_\_\_\_  
(Exactly as it appears on credit card) (from back of card)

AUTHORIZED SIGNATURE \_\_\_\_\_  
(Must be signed in ink) *My signature also authorizes any unpaid balance be charged to this credit card.*

Company: \_\_\_\_\_ **Individual Placing Order:**  
Address: \_\_\_\_\_ Name: \_\_\_\_\_  
City: \_\_\_\_\_ Email Address: \_\_\_\_\_  
State: \_\_\_\_\_ Zip: \_\_\_\_\_ Contact Phone No: \_\_\_\_\_

- N I - PLEASE FAX THIS COMPLETED FORM TO: Dan Allred at 804-643-1690 --- Then proceed to Note II below for PAYMENT MAILING INSTRUCTIONS**
- O II - All checks should be made payable to OpenBand and mailed to: OpenBand, P.O. Box 79397, Baltimore, MD 21279-0397**
- T III - All payments for services ordered must be received no later than 3 days prior to the requested installation date**
- E IV - Charges to credit cards may appear on your bill as either 'OpenBand' or 'M.C. Dean Inc.'**
- S V - IF TAX EXEMPT, please provide Tax Exemption Certificate with this order form**
- <sup>1</sup> 1/2 Day is defined as 5 hours or less each day. <sup>2</sup> Full Day is defined as 9 hours to a maximum of 11 hours each day. (Rates can not be intermixed).