



Revised 5-1-11

Group Name: _____

Event Information:

Company Name: _____

Dates of Conference: _____

On Site Contact: _____

Telephone No. _____

Fax: _____

Email address: _____

Room & Booth No. _____

Hotel Contact: _____

Billing Information:

Credit Card No. _____

Expiration Date: _____

Name on Card: _____

Billing address: _____

City, State _____

Country, Zip _____

Authorized signature: _____

*Discount Price applies only if payment is received 14 Days in advance of event dates

QTY	High Speed Connection Services	*Discount Price (14 Days in advance of event dates)	Standard Price	Amount
	Initial Wireless High-Speed Internet Connection	\$200	\$235	
	Additional Wireless Connections	\$55	\$75	
	Initial Wired Internet Connection	\$325	\$375	
	Additional Wired Internet Connection (In same location)	\$75	\$100	
	Additional IP address at same location (booth)	\$100 per IP	\$125 per IP	
	Telephone Services			
	Analog DID phone line (includes usage)	\$200	\$225	
	Polycom Speaker Phone	\$150	\$175	
	Additional Services			
	4 Port Wired Network Hub	\$45	\$65	
	8 Port Wired Network Hub	\$75	\$100	
	16 Port Wired Network Hub	\$100	\$125	
	24 Port Wired Network Hub	\$125	\$150	
	Wireless Network Router	\$100	\$125	
	Personalized Wireless Network SSID	\$500	\$575	
	Private VLAN	\$500	\$575	
	VPN	Please Call	Please Call	
	Dedicated Bandwidth (Please call for specific pricing.)	Please Call	Please Call	
	Personalized Splash Page	Please Call	Please Call	
	Public IP Address (Block of five)	\$125	\$150	
	Labor			
	On-Site Engineer	\$1,250 per day (up to 10 hours)		
	On-Site Dedicated Technician	\$70/hour (5 hour minimum)		
		TOTAL CHARGE		

*Damaged and lost equipment billed at cost +25%

*All orders must be accompanied with CC info or advance payment.

*Pricing is per day

Fax or Mail Form with booth number and layout to:

Palm Springs Convention Center

PSAV - Joe Hamner

277 N. Avenida Caballeros

Palm Springs, CA 92262

Phone: 760-343-7672 - Fax: 760-778-4102

Please see terms and conditions on next tab.



Private Management for Public Facilities



Convention Center
Like no place else.™

TELECOMMUNICATIONS TERMS AND CONDITIONS

1. PSAV is the exclusive provider of telecommunication services for the Center. Outside vendors are not permitted to install equipment in the facility.
2. Rates listed for all services include bringing the requested communication services to the specified location or booth in the most convenient manner and does not include special wiring, over-head drops or installation and configuration of computer equipment. Relocation of lines will result in additional charges.
3. Telecommunication services are only provided inside the Center and outside exhibit areas. No services will be extended to other adjacent buildings such as hotels or business centers in the surrounding area.
4. Telephone, network and miscellaneous equipment not returned in the same condition as received will incur additional charges for remediation and or replacement.
5. PSAV is not liable or held responsible for any damage occurring to any customer supplied equipment or computers brought into the Center whether by physical damage or software such as viruses, worms or other attacks. Current anti-virus, anti-spyware and operating system patches are strongly recommended.
6. The choice of Internet Service Provider (ISP) is at the sole discretion of PSAV. PSAV does not guarantee the performance, routing, throughput of any data circuit(s) connectivity with regards to the Internet and/or Internet backbones beyond our gateway.
7. Only PSAV personnel or designated providers are authorized to modify system wiring or cabling.
8. Internet connections are not available on standard telephone lines (modems) due to trunking limitations. Failure to comply with this requirement may result in termination of service during event hours.
9. Any device which adversely impacts PSAV's network whether by virus activity or physical networking issues may be disconnected with or without prior notice at PSAV's discretion. The device(s) in question will remain disconnected until all issues are adequately resolved. Additional charges may apply for issue diagnosis and/or problem resolution. Interruption of service for this reason will not result in any credits or refunds.
10. Use of any non-PSAV or outside wireless equipment is not allowed unless pre-approved by PSAV. Rogue access points will be disconnected **immediately**.
11. **Technical questions or billing inquiries, please call (760) 343-7672.**

Authorized Signature _____

Date _____

Office Use Only

Date Order Received _____ Accepted By _____ Event Number _____

Payment Processed Date _____ Authorization Code _____ Customer ID _____

