



ORDER FORM
For
TELEPHONE & INTERNET COMMUNICATIONS SERVICES



SHOW NAME: _____ SHOW DATE: _____ BOOTH: _____

COMPANY NAME: _____ CONTACT: _____

ADDRESS: _____ TEL: _____

CITY/STATE/ZIP: _____ FAX: _____

CREDIT CARD INFORMATION IS REQUIRED FOR ALL ORDERS, except for wireless internet access.

Upon receipt of your order, Comtex will fax you a credit card form for you to complete and fax back to Comtex to process your order. Payment may be made by check if sent **2 weeks prior** to show, but the credit card form is still required for deposit purposes. By signing and completing this form, you understand and agree to the guidelines set out on page 2.

SIGNATURE TO ACKNOWLEDGE THIS ORDER: _____

PRINT NAME: _____ TITLE: _____ DATE: _____

EMAIL ADDRESS: _____

SPECIAL INSTRUCTIONS _____

Telephone Service and Equipment

	Advance Price	Late Price	Quantity Needed	Extended Price
1. IN/OUT Phone Line (RJ11C)	\$100.00	\$150.00	_____	_____
Dial "9" Programming Fee	10.00	15.00	_____	_____
2. Touch Tone Desk Phone	20.00	40.00	_____	_____
3. Digital Cordless Phone	40.00	80.00	_____	_____
4. Fax / Phone Heavy Duty	200.00	300.00	_____	_____
5. PC: Computer, Monitor, Laptop and/or Printer	CALL	CALL	_____	_____
6. Copy Machine w/paper: light / medium / heavy duty	CALL	CALL	_____	_____
7. Other: _____	_____	_____	_____	_____

Internet Service- The Meadowlands Expo Center is a wireless internet access building. If you are using a wireless PC or device, proceed to **Section B** to purchase internet service. If you **do not** have a wireless PC or device, you will need to purchase a Wired Connection in **Section A** (a cable drop for you to connect you wired PC or device) to have ACCESS to the internet service AND you must also purchase internet service in Section B.

A. Internet ACCESS- NOT INTERNET SERVICE

- | | | | | |
|---|----------|----------|-------|-------|
| 1. Wired Connection- Only choose this option if you do NOT have a wireless PC or device. | \$200.00 | \$300.00 | _____ | _____ |
| 2. Ethernet switch, 8 port | 200.00 | 300.00 | _____ | _____ |

B. Internet SERVICE & USAGE

Wireless AND/OR Wired access-

- Call to make payment in advance of the show
OR
- Log on at site and pay by credit card

*** The cost of internet service varies based on **days of use, speed, and number of PCs or devices.** Call for pricing ahead of time or see pricing sheet.



TOTAL ORDER AMOUNT: _____

7% NEW JERSEY SALES TAX: _____

TOTAL AMOUNT: _____

FOR QUESTIONS REGARDING SERVICES PLEASE CALL 201-896-3333, EXT. 215 or email us at expo@comtexinc.com
FOR FAST SERVICE FAX THIS ORDER TO: 201-896-3767 OR MAIL TO: COMTEX, 29 Poplar St, E. Rutherford, NJ 07073

DATE RECEIVED: _____ AUTHORIZATION NO: _____

METHOD OF PAYMENT: _____ TEL. NO.(S) ASSIGNED: _____

AGREEMENT FOR TELEPHONE SERVICES, INTERNET ACCESS AND/OR EQUIPMENT

By exclusive agreement with the Meadowlands Exposition Center, Comtex Communications can make available to you, during the course of your show, communication equipment and/or services which terminate in your booth or selected location in and/or outside the exposition center facility. All communication connections shall be made by our in-house technicians and staff. Any exceptions must be approved in writing by Comtex Communications. Prices are subject to change without notice.

You may select the listed services and equipment on the order form. If you need any service or equipment not listed, please contact us and we will try to accommodate you. Rates do not include special wiring or any additional labor required. Labor for additional work will be billed at half hour increments at \$120 per hour. No services will be provided until full payment is received.

Telephone Services and Equipment

The Advance Price for telephone services and equipment applies if your order form is received and paid for up to 3 business days prior to show date. The Late Price applies to all orders received within 3 business days or at the exposition center office on site. If your order for telephone service is received at least 10 days before show date, you can receive assigned telephone number(s) upon request.

The phone line(s) enable you to make and receive calls at your own assigned telephone number(s). You are responsible for all calling charges made on the line(s). This is to include 800/888/866 calls, local, long distance, directory assistance and international calls. Usage rates for these calls will be billed in addition to the standard line rate, and billed to your pre-approved credit card. A rate schedule for any outgoing call is available upon request or at the exposition center service desk. For a \$10.00 programming fee the phone line can be a building extension number which will enable you to directly dial other extensions within the exposition center and to place outside calls by simply dialing '9' plus the desired number. Other extra cost programming options are available upon request. Our system can not accommodate credit card calls or access to local phone company or long distance operators.

Internet Service

Pricing for Internet service is based on three criteria; usable bandwidth or speed, number of terminal devices connected and days of use. You are licensed for, and agree not to exceed, the number of terminal devices (Computers) connected to the internet at any given time. If more devices are used, you will be billed twice the rate for the accurate number of terminals used. Hubs or switches are not counted.

Wireless Internet Service- WiFi

Wireless internet service is ordered on site at the exposition center by connecting to internet and selecting the services you desire. Payment is made on site via credit card. If other payment terms are needed, please call Comtex, Inc. You must provide a wireless network adapter/card.

Wired Internet Service

The Advance Price applies if your order is received and paid for up to 15 business days prior to the show date. The Late Price applies to orders received within 15 business days of the show date. Orders received within 2 days of the show date or at the service desk on site will cost **TWICE THE ADVANCE PRICE**. Your must provide a Network Driver: TCP/IP, Standard 10/100 base T Ethernet Network Interface Card (RJ45 Interface) for each PC, and proper configuration for the computer and the TCP/IP connection.

All orders for service and equipment will be fulfilled on a first-come, first-serve basis, subject to availability. **NO REFUNDS FOR ORDERS CANCELLED WITHIN 3 DAYS OF EVENT.** No refunds for services or equipment installed but not used during the show.

You may order communications services and/or related equipment by completing and returning the Order Form. In return, you will receive a confirmation via email or fax. Present your confirmation to the exposition service desk and you will receive your ordered services and equipment. **All equipment not returned to the exposition service desk prior to your departure from the facility will be billed to your credit card as if lost. NO EXCEPTIONS!**

You are financially responsible to Comtex Communications for all communications services and equipment ordered. **PAYMENT MUST BE MADE IN ADVANCE**, by check or credit card. Any **LATE** orders for communications services and/or equipment will be accepted at the exposition center service desk on site and **PAYMENT MUST BE RENDERED AT TIME OF ORDER.**

By placing your order with Comtex Communications you specifically agree to the following terms and conditions:

1. All equipment is provided on a rental basis only and shall in all events remain the property of Comtex Communications.
2. You will use the equipment in compliance with applicable laws and only for those purposes for which it is originally used and intended.
3. You assume all risk and liability for loss or damage to the equipment, as well as injuries to persons and damage to property that occur as a result of your order for telecommunications services and/or equipment.
4. You release Comtex Communications and the Meadowlands Exposition Center for all liability to you for any special, indirect, incidental or consequential damage, including, without limitation, lost profits, damage to business reputation, lost opportunity or commercial loss of any kind, which results from the use or liability to use any of the services or equipment contemplated herein. Comtex is not liable for delays, failure to perform, or damage or destruction or malfunction of any equipment or services, or any consequences of the above, caused or occasioned or due to fire, flood, water, the elements labor disputes, or shortages, utility curtailments, power failures, explosions, acts of God, shortage of supplies, or unavailability of services. You hereby assume liability for and agree to indemnify, protect and hold wholly harmless, Comtex and its agents, employees, and officers from and against any and all liabilities, obligations, losses, damages, injuries, claims, penalties, actions, costs and expenses, including reasonable attorney's fees in contract, tort or otherwise, which result from or arise out of negligence or wrongful use of the equipment or services by you, the customer or its representatives, agents, employees or invitees.
5. For purposes hereof, you assign to Comtex Communications your selection of long distance carrier and ISP provider.
6. You specifically authorize Comtex Communications to bill the credit card account provided by you for (a) all charges for equipment and services contemplated to be provided herein, (b) all charges for loss of, or damage to, any such equipment and (c) all charges for all telephone calls made from or charged to your assigned telephone number(s) by any person as a result of the assignment. Your provision of your credit card shall not in any event be construed to release you from your obligations.