



# Internet Network & Telecommunications Services Order Form

OFFICE USE ONLY

Albany Capital Center, SMG  
 55 Eagle Street, Albany, NY 12207  
 Phone: 518-487-2155 Fax: 518-487-2250  
 Email: Info@albanycapitalcenter.com

Name of Event: \_\_\_\_\_ Event Dates: \_\_\_\_\_ Booth #: \_\_\_\_\_  
 Company Name: \_\_\_\_\_ Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_ Date: \_\_\_\_\_

**\*Advance Rate applies if ordered two (2) weeks prior to load in date.**

EXHIBITOR INTERNET SERVICES				
Quantity	Description	Advance Rate*	On Site Rate	Amount
	Hard Line Connection	\$275.00	\$310.00	
	**Additional Hard Lines within (1) booth	\$100.00	\$150.00	
	IT Configuration (Tech Help)	\$30.00	\$55.00	
	Credit Card Machine – Ethernet Line	160.00	180.00	
			<b>Subtotal:</b>	
			<b>TOTAL:</b>	

**FREE WIFI**  
 A guest WiFi network is available during your event which is free of charge. This service lives at a minimum of 50 Mbps.\*\*

\*\*50 Mbps will support up to 100 people with moderate Internet use such as some file downloads, streaming music, light video streaming and cloud based resources with VOIP

MEETING AND CONFERENCE INTERNET SERVICES				
Quantity	Description	Advance Rate*	On Site Rate	Amount
	Upgraded Wi-Fi Bandwidth (Basic Web Browsing) **Increase per 50 People**	\$3.00 per Person	\$3.50 per person	
	Upgraded Wi-Fi Bandwidth (Streaming Videos) **Increase per 50 People**	\$4.00 per person	\$4.50 per person	
	Wired Presentation Connection	160.00	\$210.00	
	Custom Wi-Fi and password configuration	\$260.00	\$310.00	
	Custom Network Configuration (Tech Help)	\$300.00	\$300.00	
	Additional IP Addresses	\$120.00	\$160.00	
	Conference Phone Line (Speaker Phones) VOIP	\$125.00	\$145.00	
			<b>Subtotal:</b>	
			<b>TOTAL:</b>	

**Payment Information:**

Check #:	Amount of Check:
Billing Address: _____ City: _____ ST: _____ Zip: _____	
Amer. Exp.    Visa    Master Card    Discover    CC#: _____ Name on Card: _____ Exp. Date: _____ Security Code: _____ Billing Address: _____ City: _____ ST: _____ Zip: _____ Email Address: _____	
I Authorize Albany Capital Center, SMG to charge my credit card for services listed above.	
Authorized Signature: _____	



**DO NOT send form to your decorating company.  
Please read the policies on the second page of this form.  
Terms & Conditions  
Internet Service**

1. Payment in full must be rendered prior to delivery service.
2. Advance order payment guarantee discount rate only, not availability of service.
3. Advance orders must be received a minimum of two (2) weeks prior to scheduled move in date. Date payment is received by the ACC will determine applicable rate.
4. All order forms must be completed fully in order to process.
5. Refunds will not be given for services installed but not used.
6. Changes of orders after installation may be subject to labor charges.
7. All materials and equipment furnished by ACC for the service order shall remain the property of ACC and shall be removed only by the ACC staff as the close of the event.
8. Rates and quotes for all connections cover the delivery service to the booth/space in the most convenient manner and do not include connecting equipment and special wiring. Request for special services such as placing cords or relocating service(s) will be subject to additional labor charges.
9. Service outlet size will be determined by the volume required.
10. Walls, columns, and permanent building utility outlets are not part of booth space and are not to be used by exhibitors.
11. Service aisles must be kept clear at all times for access to utility boxes.
12. Claims will not be considered unless filed by the exhibitor prior to the close of the event.
13. All equipment to be connected by the ACC technicians must comply with the federal, state, and local safety codes.
14. Under no circumstance should anyone other than a ACC technician make a service connection.
15. Internet service will be turned on one (1) hour prior to show opening and turned off at event closing each day.
16. ACC is not responsible for equipment that is not powered down correctly at the end of each day.
17. Unless otherwise directed, ACC personnel are authorized to enter the booth for utility box access and/or to cut floor coverings to permit installation of service.

**Fax or email this form directly to the Albany Capital Center.  
DO NOT send this form to your decorating company.  
Fax: (518) 487-2250      Email: [info@albanycapitalcenter.com](mailto:info@albanycapitalcenter.com)**

**Advanced order receipts will be emailed to the email address provided in the Payment Information section. Please include an email address in this section to receive your receipt.**