



22 E Fifth Street, Dayton, OH 45402 Phone:
937.535.5300
Email: exhibitorservices@daytonconvention.com

Utility Order Form

Name of Exhibition or Show:

Booth #:

Firm/Booth Name:

Show Date:

Address:

Phone:

City:

State:

Zip:

Email:

Contact Name:

Signature:

Please submit orders as early as possible to facilitate prompt service.

Signature of requesting party on order form indicates understanding of the following:

Onsite rate applies to all orders received with 5 business days of event.

Please type or write legibly.

110 Volt Electric Services				
QTY	Single Outlet	Pre-Order Rate	Onsite Rate	TOTAL
	Outlet up to 2000 watts (20 AMPS)	\$150	\$170	

Special 208 Volt Electric Services				
QTY	Amps	Pre-Order Rate	Onsite Rate	TOTAL
	Up to 30 AMP	\$175	\$195	
	Up to 60 AMP	\$225	\$245	
	Up to 100 AMP	\$350	\$370	

Special 220 Volt Electric Services				
	Up to 30 AMP	\$225	\$245	
	Up to 60 AMP	\$275	\$295	
	Up to 100 AMP	\$400	\$420	

QTY	Item	Rate	TOTAL
	Extension Cord	\$25	
	Power Strip	\$35	
GRAND TOTAL (excluding tax)			

<p>PAYMENT INFORMATION: CHECK HERE IF YOU ARE PAYING CREDIT/DEBIT CARD TOTAL AMT \$ _____ You will receive an Invoice by email with a link to make the payment on a secure website.</p>	<p>CHECK HERE IF PAYING BY CHECK Check # _____ AMT \$ _____</p>
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DCC Staff Only: Payment Received by: _____ Date: _____

INTERNET ACCESS ORDER FORM

EVENT NAME:

BOOTH #:

EVENT DATE:

DAYS EXHIBITING:

BOOTH/COMPANY NAME:

CONTACT NAME:

PHONE:

EMAIL:

SERVICE DESCRIPTION	RATE	QTY	# DAYS	TOTAL
Single User Private Wireless Network (One device, per event day) <i>Encrypted and secure wireless internet access at up to 50 Mbps for a single device.</i>	\$125/DAY			
Multi User (2+) Private Wireless Network (Per event day) <i>Encrypted and secure wireless internet access for an unlimited number of connections at up to 250 Mbps.</i>	\$500/DAY			
Hard Wired Internet (Per drop, per event day) <i>Physical ethernet connection to the network/internet at up to 250 Mbps Static IP is available for an additional fee.</i>	\$500/DAY			

ARE YOU UTILIZING WIFI FOR PAYMENT PROCESSING? <input type="checkbox"/> YES <input type="checkbox"/> NO	TOTAL: \$
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**Electronic invoices will be emailed to address listed above 10-14 days after receipt of order form.
 Invoices are paid online - Visa, Mastercard & American Express are accepted.**

TERMS & CONDITIONS

1. PAYMENT FOR SERVICES MUST BE RECEIVED 14 DAYS PRIOR TO THE START OF THE EVENT. ORDERS RECEIVED WITHIN 14 DAYS OF EVENT ARE SUBJECT TO A 15% EXPEDITING FEE.
2. SERVICE RATES ARE PER EVENT DAY, BETWEEN THE HOURS OF OPERATION OUTLINED ON THE DAYTON CONVENTION CENTER CONTRACT.
3. REFUND WILL NOT BE GIVEN FOR SERVICE ORDERED AND NOT USED.
4. ONLY HARBORLINK NETWORK OR DCC PERSONNEL ARE AUTHORIZED TO MODIFY SYSTEM.
5. HARBORLINK NETWORK AND DCC ARE NOT RESPONSIBLE FOR ANY LEVEL FLUCTUATIONS OR CIRCUIT FAILURE DUE TO VENUE OR LOCAL ISP CONDITIONS.
6. ALL WIRELESS EQUIPMENT USED MUST COMPLY WITH THE 802.11A/B/G/N STANDARDS.
7. PRICES ARE BASED ON CURRENT RATES AND ARE SUBJECT TO CHANGE WITHOUT NOTICE.
8. ALL NECESSARY CREDENTIALS, IP SETTINGS OR OTHER INFORMATION WILL BE SENT VIA EMAIL PRIOR TO THE SCHEDULED EVENT.

SIGNATURE:

DATE: