

Internet Service Order Form

Please return to Oncenter
800 South State Street
Syracuse, New York 13202
(315) 435-8000
FAX: (315) 435-8098

Date Rec'd By: Payment

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Name of Event:	Date(s) of Event:	Booth #:
Firm Name:		On Site Contact:
Address:		
Phone #:	Fax#:	
Authorized By:	Title:	Date:
PAYMENT: Check (Payable to Oncenter) / Credit Card (VISA, MasterCard, American Express)		
Credit Card Number:	Expiration Date:	
Name on Card:		

PAYMENT MUST ACCOMPANY ORDER
ALL ITEMS SUBJECT TO AVAILABILITY
NO GUARANTEED SERVICE FOR ON SITE ORDERS

A 30% SERVICE CHARGE WILL BE LEVIED ON ANY ORDERS ON SITE - PLEASE PLAN AHEAD

Internet	Public IP Required	Quantity	Advance Order	On Site	Total
High speed Internet Wired Connection*	Yes / No		\$200.00	\$260.00	
Additional Connection at the same location	Yes / No		\$50.00	\$65.00	

All Computers require a 10mb Ethernet Card or a 10/100 Ethernet card with TCP/IP installed (see #11below)

Wireless internet is available but at the Convention Center only

Rate are as follows: Per hour usage \$5.00, Per day usage \$19.95 (24 hours from first login)
Conference rates are available, contact Oncenter Event Coordinator for more details.
Payment for wireless internet is made onsite once wireless connection is established.

Additional services; such as (ISDN Lines, TI lines, etc.) are available, please contact your Event Coordinator for more information.

NOTE: Lost connectors and cables at \$25.00 each.

Rules and Regulations

1. **Oncenter Complex is the exclusive provider of telecommunications throughout the Oncenter Complex.**
2. Incomplete telecommunications requirements may delay processing and labor charges will be added in the event of changes made after initial installation.
3. Credit will NOT be given for service installed and not used.
4. The Customer will be fully responsible for the protection and safekeeping of the Internet connection apparatus as well as safekeeping of their personal or company computer equipment.
5. Only Oncenter personnel are authorized to modify system wiring and cable.
6. Oncenter is not responsible for any level fluctuations or band-width failure due to the local Internet Service Provider (ISP) company conditions and or the local telephone company.
7. All equipment must comply with FCC regulations.
8. Prices are based on current rates and subject to change without notice.
9. Rate quotes or other inquires for Internet Service, telephone service and other special needs (i.e. LAN setup, etc.) should be directed to the Oncenter Event Coordinator.
10. In addition to basic telephone charges, exhibitors will be charged for local and long distance calls at prevailing rates.
11. The Oncenter Complex will provide DSL through one 10-BaseT drop to your booth (RJ-45 plug) and one IP address for a single computer in your booth. You need to provide each computer(s) with a 10-BaseT or 10/100 Ethernet network card and with TCP/IP installed and access to the properties. If you have more than one computer, you will need to order "Additional IP Addresses" and specify how many you need. You will need to provide your own Ethernet hub and cables to run between your hub and computers. If you ordered "Additional IP Addresses", your company may connect as many computers as needed to our network drop at one location or booth, however, sharing your connection with another booth or another company is prohibited. Additional fees will be charged if you need the Oncenter Complex to provide wiring between your computers and hub or if your company needs network access at more than one location.