

403 North 3rd Street
Richmond, VA
23219

- Please discard all previous versions of this form -
For The Most Up-to-Date Order Form, Please Visit:
<http://www.richmondcenter.com/telecommunications.html>

Services Provided by:
OPENBAND of Virginia, LLC - A Division of M.C. Dean, Inc.
For service and order inquiries please contact **Dan Allred**
at 804-400-0251 or daniel.allred@mcdean.com



EVENT NAME:	Today's Date:	Your Expected Setup Date:	DATE/TIME SERVICES ARE FIRST REQUIRED:
YOUR COMPANY/EXHIBITOR NAME:	Event Day Onsite Contact & Mobile Ph#:	Your Booth#(s) or Room#(s):	

TELEPHONE SERVICE: Standard phone service includes: 1) The one-time installation and removal of a single line, 2) A handset if needed, 3) Up to a 25 foot cord
 HIGH SPEED INTERNET: High speed internet access guarantees a *minimum* data rate of 128k and includes the one-time installation and removal of a single network connection and up to a 25 foot cord.
 EQUIPMENT RETURN: All equipment and cabling that is damaged, or is not returned to the Greater Richmond Convention Center will be billed to the responsible party.
 RATE CHANGES: All rates are subject to change without notice.
IMPORTANT NOTES: Customers relocating services after installation has been completed will be charged \$65 per end-connection that is moved.
 †FLOOR RATE: The 'Floor Rate' (see below) will be applied to all orders not received at least 3 days prior to exhibitors expected first use as indicated above.

Item Qty.	TELEPHONE SERVICES	ADVANCED RATES	FLOOR RATES	EXTENDED TOTALS
	Non-Dedicated Telephone Line with unlimited incoming calls and local dialing (PBX Switched 'Dial-9' phone line with public number. Generally best suited for Standard Incoming & Outgoing Voice Communications)	\$195 (Per Line, Per Event)	\$295 (Per Line, Per Event)	
	Dedicated Telephone Line with unlimited incoming calls and local dialing (Standard Direct-Dial phone line with public number. Best for Incoming & Outgoing Fax, Credit Card, Modem, and Broadcast Services)	\$225 (Per Line, Per Event)	\$325 (Per Line, Per Event)	
	Long Distance Capability? If yes, enter qty. of lines needing LD. *A credit card# must be provided (below) to receive LD capability	*Any LD usage will be billed following event at \$0.25/minute		
	Telephone Handsets Required? If yes, enter qty. of lines needing handsets.	*Handsets provided as needed at no additional charge		
Qty.	<input type="checkbox"/> Voice Mail - \$20 (Per Line, Per Event)	<input type="checkbox"/> Call Forwarding - \$5 (Per Line, Per Event)	<input type="checkbox"/> Call Waiting - \$10 (Per Line, Per Event)	

Item Qty.	Duration of Svc.	INTERNET / SPECIALTY SERVICES / EQUIPMENT	ADVANCED RATES	FLOOR RATES	EXTENDED TOTALS
		Videoconferencing / Telepresence: Take your voice-only, teleconferenced meetings to the next level! Our Videoconference packages include a videoconference unit, camera, video monitor, a microphone, a dedicated communications link, and a trained operator, <u>all bundled together</u> to make this <i>Turn-Key</i> solution far more cost effective to our clients than when purchased individually. (Meeting space rental costs are separate).	\$2,585 \$2,795 1/2 Day ¹ Full Day ²	\$3,360 \$3,635 1/2 Day ¹ Full Day ² *If Possible *If Possible	
		Dedicated 1.5Mbps: Dedicated bandwidth between exhibitor & GRCC Internet Service Provider. **NEW** Dedicated 2Mbps thru 15Mbps also available. <i>Please call for pricing and availability.</i>	\$2,195 (Week)	\$2,915 (Week)	
		High Speed Internet Access (HSIA): An internet connection is required for any exhibitor requiring internet service. The internet connection includes one 10/100BaseT shared media port and one IP address. If additional nodes will be connected, Additional IP Addresses must be purchased. Please note that the 'Week' rate is best for service needs of 3 days or more. *Wireless service available in most areas. Please call to verify for your room/space.	\$295 \$795 Wireless (Day) (Week)	\$530 \$1,060 Wireless (Day) (Week)	
		Additional IP Addresses are for all <u>additional</u> users of each HSIA base connection. Exhibitors must purchase one ip address for each node/user also using base connection. No proxy server, Network Address Translation (NAT), or any other type of gateway or IP sharing device may be used to provide access for multiple nodes through the purchase of a lesser number of IP addresses. In the event such a device is used, one IP address must be purchased for the gateway and one for each node using the gateway. -(Hub/Switch required)-	\$375 \$995 Wired (Day) (Week)	\$675 \$1,325 Wired (Day) (Week)	
		Additional IP Addresses are for all <u>additional</u> users of each HSIA base connection. Exhibitors must purchase one ip address for each node/user also using base connection. No proxy server, Network Address Translation (NAT), or any other type of gateway or IP sharing device may be used to provide access for multiple nodes through the purchase of a lesser number of IP addresses. In the event such a device is used, one IP address must be purchased for the gateway and one for each node using the gateway. -(Hub/Switch required)-	\$125 Wireless (Per User, Per Event)	\$165 Wireless (Per User, Per Event)	
		Hub/Switch Rental: A Hub or Switch may be available for customers wishing to establish LANs at their location. These are typically 8 port, unmanaged 10/100BaseT devices. Exhibitors may NOT provide their own. *Purchase of Additional IP Addresses is <i>required</i> for each connection to any hub/switch used.	\$135 Wired (Per User, Per Event)	\$180 Wired (Per User, Per Event)	
		Hub/Switch Rental: A Hub or Switch may be available for customers wishing to establish LANs at their location. These are typically 8 port, unmanaged 10/100BaseT devices. Exhibitors may NOT provide their own. *Purchase of Additional IP Addresses is <i>required</i> for each connection to any hub/switch used.	\$100 (Event)	\$125 (Event)	
		Patch Cables: Patch cables are available in lengths from 6 to 25 feet. These are Category-5, 10/100BaseT patch cables. Exhibitors may provide their own patch cables for internet service.	\$15 (Event)	\$20 (Event)	
		Technical Support for issues not related to the physical connectivity of ordered services will be charged at a rate of \$65 per hour with minimum one hour charge.	\$65 (Per Hour)		

Every effort will be made to have service(s) available for use at least 4 hours prior to the date and time indicated in the "... Services First Required" block located in the top-right corner of this form. Lines will be installed using the most logical placement unless a detailed diagram is provided by the customer with this form. Disconnection will generally occur within 1 hour after published close of event.

Special Instructions:	Subtotal
	Applicable Discounts
	0%
	8% Taxes/Line ³ (Telephone Services Only)
	\$1.51 Fees/Line ⁴ (Telephone Services Only)
Tax Exemption Cert #	
TOTAL	

--- CHECK OR CREDIT CARD PAYMENT INFORMATION MUST ACCOMPANY ORDER ---

PAYMENT AMOUNT ENCLOSED \$ _____ CHECK NUMBER _____ (If Applicable)

AMEX VISA MASTERCARD

CREDIT CARD NUMBER _____ EXPIRATION _____

NAME ON CREDIT CARD _____ CVC Code _____ (from back of card)

AUTHORIZED SIGNATURE _____ (Must be signed in ink) *My signature also authorizes any unpaid balance be charged to this credit card.*

Company: _____ **INDIVIDUAL PLACING ORDER: {Required}**

Address: _____ Name: _____

City: _____ Email Address: _____

State: _____ Zip: _____ Contact Phone No: _____

I- **PLEASE FAX THIS COMPLETED FORM TO: Dan Allred at 804-643-1690 --- Then proceed to Note II below for PAYMENT MAILING INSTRUCTIONS**
 N II- All checks should be made payable to **OpenBand** and mailed to: **OpenBand, Attn: Accounting Dept., 22461 Shaw Road, Dulles, VA 20166**
 O III- All payments for services ordered must be received no later than 3 days prior to the requested installation date (As entered above)
 T IV- Charges to credit cards may appear on your bill as either 'OpenBand' or 'M.C. Dean, Inc.'
 E V- **IF TAX EXEMPT**, please provide a copy of Tax Exemption Certificate with this order form
 S ¹ 1/2 Day is defined as 5 hours or less each day ² Full Day is defined as 5+ hours to a maximum of 11 hours for each day of service (Rates can not be intermixed)
³ 5% Communications Sales Tax + 3% Federal Excise Tax ⁴ .75¢ E911 Fee per phone line + .76¢ Public Right of Way Fee per phone line (subject to change without notice)