

electrical services order form



Effective January 1, 2017 - December 31, 2017

Electrical Rules & Regulations

01. Wall, column and permanent building utility outlets are not part of booth space and are not to be used by media organizations or the exposition services provider unless specified otherwise. Electrical panels or other equipment in column recesses may not be blocked at any time.
02. All equipment regardless of source of power must meet federal, state and local safety codes. The Convention Center reserves the right to refuse electrical connection of equipment based on safety.
03. Claims will not be considered unless filed by exhibitors prior to close of show.
04. Prices are based on current wage rates and are subject to change without notice.
05. All equipment must be properly tagged and wired with complete information as to type of current, voltage, phase, cycle, horsepower, etc. The Convention Center will not be responsible for power failure or voltage fluctuation.
06. All material and equipment furnished by the Convention Center for electrical service orders shall remain the Convention Center's property and shall be removed only by Convention Center personnel, at the close of the show.
07. Convention Center electricians are authorized to cut floor coverings, to permit installation of service and to maintain floor pit systems. No exceptions will be made in this area. Failure to comply may result in loss of service order. Workspace layouts are prepared by convention management or media organizations, NOT the Convention Center.
08. All media-provided electrical cords must be of the 3-wire grounding type, suitable for installation. "Zip" cord or Romex are not allowed. All exposed non-current carrying metal parts of fixed equipment, which may become energized, shall be grounded.
09. Rates quoted for all connections cover only the bringing of service to the booth in the most convenient manner and do not include connecting equipment or special wiring. All work performed within the booth will be charged on a time and material basis.
10. Advance orders must be received a minimum of twenty-one (21) days prior to show opening.
11. Payment must accompany order. No exceptions please. Notice of cancellation must be received prior to scheduled move-in in order to receive credit. Credit will not be given for services installed and not used.
12. Lighting levels for move-in and move-out will be at 50%. Exhibit halls are not air conditioned during move-in and move-out.
13. Media organizations are NOT allowed access to floor pits at any time.
14. Floor rate prices apply to orders received after the due date (21 days prior to show opening). The Convention Center does not guarantee service prior to show opening for late orders. All requirements exceeding the rate schedule must be priced and approved by the Convention Center prior to ordering.
15. Power will not be installed until payment is received. NO EXCEPTIONS.
16. Motor and equipment prices are for ordered power sources only. Hook-ups are not included. No receptacles of any kind are provided by the Convention Center. Media organizations may supply their own receptacles. Labor for electrical work on equipment including repairs, tracing malfunctions, fishing cable under carpet and hook-ups provided by Convention Center electricians, will be charged at the prevailing rate (\$70.00 per hour, 1 hour minimum). If floor plans are received in advance (21 days prior to show opening), every attempt will be made to work with the Decorator to install cable under carpet.
17. Exhibitor technicians are permitted to perform all electrical work inside booths, including hook-ups, to ordered power sources. All work must conform to national and local codes, and is subject to inspection by Convention Center personnel.
18. Labor rates are based on 9 hour days, typically from 7:30 a.m. to 5:00 p.m. Booth labor will be charged an overtime rate after 5:00 p.m. at the rate of 1.5 times the normal rate.
19. Larger lights such as Leiko lights can be ordered from the Convention Center's preferred in-house audio visual production contractor. For information on services and pricing call 704.339.6180.
20. All power 100 amps and below are typically brought to booths through the floor pit system, located 30 feet on center throughout exhibit halls. Air and water lines are NOT directed from overhead.
21. The Convention Center's power is 120/208 or 277/480 volts, 3 phase, 5 wire wye. Other voltages are not available unless step-up or step-down transformers are provided by the licensee. Rates run the duration of the show. Power, air and water are available 24 hours.
22. Will you require a Convention Center electrician?
☐ YES ☐ NO

QUANTITY	DESCRIPTION	ADVANCED RATE	FLOOR RATE	TOTALS
_____	Power Strip (no power)	—	20.00	_____
_____	Extension Cord (no power)	—	20.00	_____
120 VOLT LIGHTING AND UTILITY (DUPLEX) OUTLETS				
_____	5 AMP (600 WATT)	80.00	105.00	_____
_____	10 AMP (1200 WATT)	100.00	135.00	_____
_____	20 AMP (2400 WATT)	125.00	175.00	_____
MOTOR AND EQUIPMENT SCHEDULE				
208 VOLT SINGLE PHASE*				
_____	0 to 20 AMPS	195.00	290.00	_____
_____	21 to 30 AMPS	240.00	355.00	_____
_____	31 to 50 AMPS	325.00	475.00	_____
_____	51 to 70 AMPS	430.00	620.00	_____
_____	71 to 100 AMPS	525.00	750.00	_____
208 VOLT THREE PHASE*				
_____	0 to 20 AMPS	275.00	380.00	_____
_____	21 to 30 AMPS	360.00	510.00	_____
_____	31 to 50 AMPS	510.00	762.00	_____
_____	51 to 70 AMPS	650.00	975.00	_____
_____	71 to 100 AMPS	835.00	1,210.00	_____
480 VOLT THREE PHASE*				
_____	0 to 20 AMPS	485.00	715.00	_____
_____	21 to 30 AMPS	650.00	975.00	_____
_____	31 to 50 AMPS	1,010.00	1,480.00	_____
_____	51 to 70 AMPS	1,375.00	2,050.00	_____
_____	71 to 100 AMPS	1,750.00	2,560.00	_____
SERVICE DROPS				
_____	208 VOLT, 200 AMPS, SINGLE-PHASE	800.00	1,200.00	_____
_____	208 VOLT, 200 AMPS, THREE-PHASE	1,300.00	1,840.00	_____
_____	208 VOLT, 400 AMPS, SINGLE-PHASE	1,710.00	2,360.00	_____
_____	208 VOLT, 400 AMPS, THREE-PHASE	2,700.00	3,600.00	_____
			SUBTOTAL	_____
			RENTALS	_____
			TOTAL CHARGES	_____

* For direct tie in only. No receptacles provided.

* Utility charges are based on estimated needs at the time of order. Over/under payments of less than \$5.00 will be written off at the conclusion of the event.

Please Print

Name of Event _____

Event Date _____ Booth No. _____

Company Name _____

Contact _____

Telephone _____

Fax _____

Email Address _____

Address _____

City _____

State _____ Zip _____

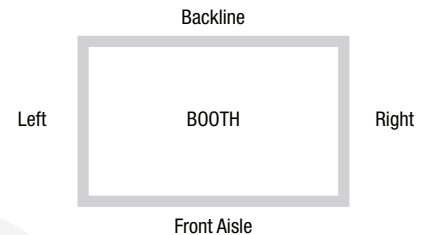
Authorized by _____

Print Name _____

Date _____

Check / Money Order \$ _____

Please use the diagram on the right to indicate the desired locations for utility service orders.



Make checks payable to:
Charlotte Convention Center
c/o Smart City Networks
5795 W. Badura Ave Suite #110
Las Vegas, NV 89118

Order Verification
888.446.6911

Technical Questions
704.339.6700

Online Orders
smartcity.com

Email Orders to:
csr@smartcity.com

Charlotte Convention Center Exhibit Floor Service Desk during event: 704.339.6700

Orders must be received 21 days prior to show opening to be eligible for advanced rate.

NOTE: Before any additional work can be performed, a credit card number must be on file. Under no circumstances can power be resold by show management, production companies, show's general contractor or exhibitors.

Show Name: _____

Show Location: _____

Show Dates: _____



(770) 507-6777
FAX (770) 474-4676
plant@tlc-florist.com
www.tlc-florist.com

N•A•T•I•O•N•A•L

convention • plant • services

Exhibitor Name: _____ Booth Representative: _____
Firm, Billing Name: _____ Purchase Order or Reference Number: _____
Booth Number: _____ Credit Card #: _____
Billing Address: _____ Expiration Date: _____ (CVV #) _____
City: _____ State: _____ Zip: _____ Name of Credit Card Holder as shown on card
Show Decorator: _____
Phone: _____ Fax: _____ Authorized Signature: _____
Cell: _____ Email Address: _____

Please return completed form with payment to: P.O. Box 538, Rex, GA 30273 (770) 507-6777 (770) 474-4676 FAX

Please return overnight shipment with payments to: 121 Pine Dr., Stockbridge, GA 30281

*** PRICES IN BOLD PRINT ARE DISCOUNT PRICES FOR ORDERS RECEIVED 2 WEEKS PRIOR TO EXHIBITOR MOVE-IN**

**FROM SIMPLE AND ELEGANT TO WILD AND COLORFUL!
LET A TLC DESIGNER CREATE THE PERFECT LOOK JUST FOR YOU!**

If you would like to specify color, size, type flowers, please
do so below—**prices start at \$60.00.**

Qty _____ tropical flowers—Price \$ _____ each

Qty _____ Spring flowers—Price \$ _____ each

Color _____

Width _____ Height _____

Additional Request: _____

*Don't know what you want? Just want a splash of color?
Let TLC designers choose your fresh seasonal flowers!*

Qty _____ TLC pick my colors, size, type flowers \$50.00 ea

Visit www.tlc-florist.com for additional sample pictures.

For free design assistance, please call 770-507-6777 or
email plant@tlc-florist.com with any questions.

COLORFUL POTS OF VIBRANT FLOWERS!



Mums—12"-18"H

\$20.00/\$30.00
each

Qty _____

White _____

Yellow _____

Lavender _____



Azaleas—12"H

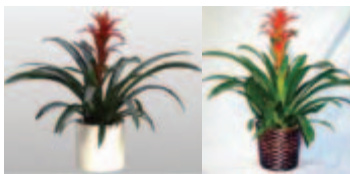
\$35.00/\$45.00 each

Qty _____

White _____

Pink _____

Red _____



Bromeliads—12"-18"H

\$35.00/\$45.00 each

Qty _____

Purple _____ Red _____

Yellow _____ Orange _____

**TLC Designers can
provide the following:**

- **Water Features**
- **Fountains**
- **Ponds**
- **Water falls**
- **Swamps**
- **Garden Areas**

Tropical :

(beach scenes;
rain forests)

Seasonal:

(Spring, Fall, Holiday)

Formal :

(serenity garden,
English garden)

- **Border Areas:**

Hedges

(control flow)

Lawn or Golf

(promotional)

Trees

(privacy)

**Special services are
Available for hospitality
Suites, award banquets,
And VIP room deliveries.**

*See next
page for
green plants.*

FLORAL ORDER FORM

Ferns



Ferns
\$35.00/\$45.00 each

Qty ____

Ivy



Ivy—10"H x 10"W
\$35.00/\$45.00 each

Qty ____

Pothos



Pothos—12"H x 12"W
\$35.00/\$45.00 each

Qty ____



770) 507-6777
plant@tlic-florist.com
www.tlic-florist.com

3' Green Plants



\$39.95/\$48.00 each Qty ____

Standard 4' to 6' Green Plants



4' @ \$49.95/\$64 each Qty ____

5' @ \$59.95/\$80 each Qty ____

6' @ \$69.95/\$96 each Qty ____

7' H & Taller plants & Planters
are available
Call 770-507-6777 for price/
availability



Planters are 2 1/2' long.

Top-dressed with azalea (pictured)
Also available with mum
Choose flower color for flower choice.

For Top-dressing with fern & azalea

__ white, __ pink, __ red

For Top-dressing with fern & mum

__ white, __ yellow, __ lavender

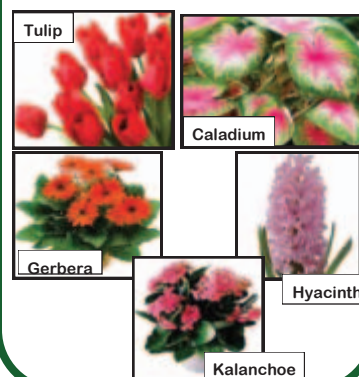


4' @ \$125/\$155 each, Qty ____

5' @ \$135/\$170 each, Qty ____

6' @ \$145/\$185 each, Qty ____

Seasonal Flowering Plants
Call for Price & Availability



Rental price includes: Decorative container, top dressing, professional maintenance, installation and pick up. There is a one-time \$10.00 charge for **daily** floral delivery. **ALL ORDERS MUST BE PAID - IN - FULL PRIOR TO SHOW CLOSING.** We accept cash, company check, VISA, MASTERCARD, AMERICAN EXPRESS. Adjustments cannot be made after the close of the show. All rental items remain property of TLC Atlanta Convention Plant Services, Inc.

There is a restocking fee for orders cancelled less than 2 weeks prior to show opening.

Orders placed after the open of an event may be subject to a delivery fee.

Prices subject to change 2 weeks prior to move in.

Order Cost Summary

Select Container (Included in rental cost)

__ Black __ White __ Wicker

Subtotal ____

% Sales Tax ____

Total ____

Chrome, Brass, Terra Cotta, & Other
Containers are available.

Please call 770-507-6777 for pricing.

FLORAL ORDER FORM

plumbing services order form



Effective January 1, 2017 - December 31, 2017

Plumbing Rules & Regulations

01. Wall, column and permanent building utility outlets are not part of booth space and are not to be used by exhibitors or decorators unless specified otherwise. Equipment in column recesses may not be blocked at any time. Under no circumstances shall anyone other than "house personnel" make service connections or disconnects.
02. All equipment must meet federal, state and local safety codes. The Convention Center reserves the right to refuse plumbing connection of equipment based on safety. PVC is not an approved method of air distribution within this facility.
03. Claims will not be considered unless led by exhibitors prior to close of show.
04. Prices are based on current wage rates and are subject to change without notice.
05. All equipment must be properly tagged with complete information as to volume, size and PSI requirements.
06. All material and equipment furnished by the Convention Center for plumbing service orders shall remain the Convention Center's property (unless purchased as part of the service order) and shall be removed only by Convention Center personnel, at the close of the show.
07. Compressed air will be turned on one hour prior to show opening time and turned off at show closing time daily, unless other arrangements are made in advance.
08. Convention Center plumbers are authorized to cut exhibitor or decorator floor coverings, to permit installation of service and to maintain floor pit systems. No exceptions will be made in this area. Failure to comply may result in loss of service order. Booth layouts are prepared by show management or decorators, NOT the Convention Center.
09. Service outlet size will be determined by volume required.
10. Rates quoted for all connections cover only the bringing of service to the booth in the most convenient manner and do not include connecting equipment or special work. All work performed within the booth will be charged on a time and material basis.
11. Advance orders must be received a minimum of twenty-one (21) days prior to show opening.
12. Payment must accompany order. No exceptions please. Notice of cancellation must be received prior to scheduled move-in in order to receive credit. Credit will not be given for services installed and not used.
13. A separate connection fee will be paid for each piece of equipment using connected service, connected direct or otherwise.
14. It is recommended that exhibitors provide a filter separator or dryer for all equipment requiring airlines. The Convention Center will not be responsible for moisture or water in airlines.
15. If air and water pressure is critical, it is recommended that exhibitors supply a pressure regulator. The Convention Center does not guarantee minimum and maximum pressure.
16. Floor rate prices apply to orders received after the due date (21 days prior to show opening). The Convention Center does not guarantee service prior to show opening for late orders. All requirements exceeding the rate schedule must be priced and approved by the Convention Center prior to ordering.
17. Plumbing will not be installed until payment is received. NO EXCEPTIONS.
18. Plumbing prices are for ordered air or water sources only. Hook-ups are not included. Labor for plumbing work on equipment including repairs, tracing malfunctions, fishing air and water lines under carpet, and hook-ups provided by Convention Center plumbers, will be charged at the prevailing rate (\$70.00 per hour, 1 hour minimum). If floor plans are received in advance (21 days prior to show opening) every attempt will be made to work with the Decorator to install lines under carpet.
19. Exhibitor technicians are permitted to perform all plumbing work inside booths, including hook-ups, to ordered plumbing sources. All work must conform to national and local codes, and is subject to inspection by Convention Center personnel.
20. Labor rates are based on nine (9) hour days, typically from 7:30 a.m. to 5:00 p.m. Booth labor will be charged an overtime rate after 5:00 p.m. at the rate of 1.5 times the normal rate.
21. Please consult with the Convention Center on air and water layouts, as these lines are round and create a bulge in the carpet. In most cases they may be routed around the perimeter of the booth line and out of high traffic areas.
22. Air and water lines are NOT directed from overhead.
23. Rates run the duration of the show. Power, air and water are available 24 hours.
24. Will you require a Convention Center plumber?
☐ YES ☐ NO

QUANTITY	DESCRIPTION	ADVANCED RATE	FLOOR RATE	TOTALS
COMPRESSED AIR (90 - 100 PSI)				
_____	1 ST CONNECTION 1/2	175.00	225.00	_____
_____	EACH ADDITIONAL	125.00	155.00	_____
_____	1 ST CONNECTION 3/4	260.00	310.00	_____
_____	EACH ADDITIONAL	235.00	260.00	_____
_____	1 ST CONNECTION 1	330.00	360.00	_____
_____	EACH ADDITIONAL	275.00	295.00	_____
WATER AND DRAINAGE 1/2" LINE				
_____	1 ST CONNECTION	155.00	200.00	_____
_____	EACH ADDITIONAL	115.00	140.00	_____
DRAINAGE 3/4" LINE				
_____	1 ST CONNECTION	125.00	155.00	_____
_____	EACH ADDITIONAL	90.00	100.00	_____
ONE TIME FILL AND DRAIN WATER ONLY				
_____	FIRST 500 GALLON UNIT	175.00	225.00	_____
_____	EACH ADDITIONAL UNIT	140.00	180.00	_____
_____	EACH ADDITIONAL 500 GALLONS	35.00	45.00	_____
_____	30 GALLON WATER HEATER	310.00	460.00	_____
_____	SINGLE UTILITY SINK	325.00	485.00	_____
CONVENTION CENTER				_____
QUOTE				_____
SUBTOTAL				_____
TOTAL CHARGES				_____

NOTES: No chemicals of any kind are to be dumped into the Charlotte Convention Center's drainage system. Exhibitors and/or Decorators are responsible for the removal of all liquids other than water. Water service must be ordered for coolants, which are mixed on the show floor, if not ordered as part of booth service. Please contact the Convention Center for pricing on any service not listed in the service order form. All materials used for the connection of an exhibitor's equipment are purchased by and become the property of the exhibitor. Exhibitors are responsible for air dryers and/or water separators for the protection of their equipment. The Convention Center does not guarantee that airlines do not contain moisture or water.

Please Print

Name of Event _____

Event Date _____ Booth No. _____

Company Name _____

Contact _____

Telephone _____

Fax _____

Email Address _____

Address _____

City _____

State _____ Zip _____

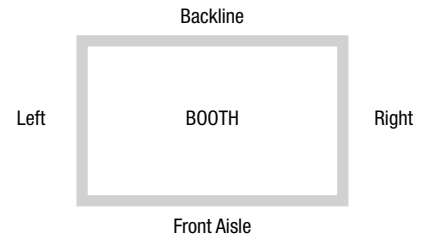
Authorized by _____

Print Name _____

Date _____

Check / Money Order \$ _____

Please use the diagram on the right to indicate the desired locations for utility service orders.



Make checks payable to:
Charlotte Convention Center
c/o Smart City Networks
5795 W. Badura Ave Suite #110
Las Vegas, NV 89118

Order Verification
888.446.6911

Technical Questions
704.339.6700

Online Orders
smartcity.com

Email Orders to:
csr@smartcity.com

Charlotte Convention Center Exhibit Floor Service Desk during event: 704.339.6700

Orders must be received 21 days prior to show opening to be eligible for advanced rate.

NOTE: Before any additional work can be performed, a credit card number must be on file. Under no circumstances can power be resold by show management, production companies, show's general contractor or exhibitors.



Exhibitor Company Name:	Show Name:
Billing Company Name:	Show Dates: / / To / /
Billing Company Address:	Incentive Order Deadline: 14 Days Prior to 1st Day of Show Move-in
City, State / Country, Zip:	Booth / Room #:
Contact:	Phone Number: () -
Contact Email:	Cell Number: () -
On-Site Contact:	On-Site Number: () -

**When your order is processed, you will receive an email with a link to Smart City Networks payment portal.
Payment in full is required prior to the event.**

With execution of this document the Customer hereby authorizes Smart City to provide services as requested herein, is authorized to request such services and acknowledges full and complete understanding of the Terms and Conditions and Attachments.

View complete Terms & Conditions at: orders.smartcitynetworks.com/tc.aspx?center=099

Print Authorized Name Accepting Terms and Conditions:	Authorized Signature Accepting Terms and Conditions:
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Dedicated Wired Internet Routers Allowed Connection speeds of 3Mbps and up Required for: <ul style="list-style-type: none"> Web Casting HD Streaming Routers(wired or wireless) Includes 5 Static Public IP Addresses	Premium High Speed Wired Internet No wired or wireless routers Shared Connection speeds up to 10Mbps Recommended for: <ul style="list-style-type: none"> Wired Cyber Cafe Social Media Feeds Multi Media Downloads Includes 1 Static Private IP Address	Basic Wired Internet No wired or wireless routers Shared Connection speeds up to 1.54Mbps Recommended for: <ul style="list-style-type: none"> Email Surfing the Internet Supports 1 device only
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Wireless services are NOT included on this form – please contact us for specific rates

ORDER ONLINE: orders.smartcitynetworks.com/ordering.aspx

*****Incentive rate applies to orders received with payment 14 days prior to 1st day of show move-in*****

1. Shared Internet Services – Routers Prohibited	QTY	Incentive	Base	On-Site	Total
a. Premium Internet Service		\$931	\$1,186	\$1,423	
b. Additional Devices for Premium Service		\$128	\$158	\$189	
c. Upgrade to Public IP Address for Premium Internet Service		\$169	\$254	\$304	
d. Basic Internet Service		\$591	\$761	\$913	
2. Dedicated Internet Services – Routers Supported					
a. Dedicated 3Mbps		\$2,971	\$3,715	\$4,457	
b. Dedicated 6Mbps		\$5,015	\$6,269	\$7,523	
c. Dedicated 10Mbps		\$6,673	\$8,339	\$10,006	
d. Upgrade to 29 Public Static IP Addresses		\$846	\$1,015	\$1,219	
Higher Bandwidth Services Available – Please call (888) 446-6911 for quote.					
3. Internet Equipment & Labor					
a. Switch Rental – up to 24 ports		\$157	\$191	\$230	
b. Patch Cable (up to 50') – Cat5e		\$43	\$53	\$63	
c. Labor / Floor Work – Fee Per Hour		\$106	\$106	\$106	
4. Voice Services: PBX Service – Domestic LD Included					
a. Single Line – <input type="checkbox"/> Instrument, <input type="checkbox"/> Non Dial 9, <input type="checkbox"/> Int'l LD		\$234	\$293	\$352	
b. Multi-line Phone w/ 1 main number & 1 rollover line		\$353	\$442	\$530	
c. Speaker Phone Line w/ Polycom Instrument		\$395	\$489	\$587	
5. Special Quote – Attachment A or Statement of Work (if applicable)					
6. Distance Fee of \$500 Internet / \$100 Telephone for each line outside the convention venue x (number of lines)					
For extension of 3rd party data circuits (ISDN, DSL, T-1, DS3, Ethernet) please call for quote.					
				SUBTOTAL	
Send Completed Orders with Payment and Floor Plan To: SMART CITY NETWORKS 5795 W. Badura Avenue, Suite 110 Las Vegas, NV 89118 (888) 446-6911 FAX (702) 943-6001 csr@smartcity.com				ESTIMATED 10% TAX / FEES	
				GRAND TOTAL	
Effective January 1, 2017 – December 31, 2017		Customer No: 2017 - 002 -			

Network Security Declaration

Center: Charlotte CC (002) - NC
Show: _____

Company Name: _____
Booth / Room #: _____
Customer / Ref #: 2017 - 002 -

The Network Security Policy implemented for this Facility requires Customer(s) adherence to several necessary precautions in order for Smart City to maintain a healthy, viable network for all Customers. This declaration of compliance with the security requirements as noted herein is an acknowledgement of Smart City's filtering policies and must be completed, signed by an authorized Customer representative and mailed or faxed to Smart City prior to the requested network service(s) being activated for Customer's usage.

Network Security Policy:

Smart City requires that all devices directly or indirectly accessing Smart City's network(s) have the latest virus scan software, Windows® security updates, system patches, and any other technological precautions necessary to protect the Customer(s) and others from viruses, malicious programs, and other disruptive applications. Any device(s) which adversely impacts Smart City's network(s) may cause service interruptions to Customer(s) which can lead to disconnection of the Customer's equipment from the network(s), with or without prior notice at Smart City's sole discretion. The device(s) in question will remain disconnected until all issues are adequately resolved. All charges will apply and no refunds will be given. Additional charges may apply for trouble diagnosis and / or problem resolution.

Smart City has implemented filtering policies on all Internet routers. These filters block all inbound Internet Control Message Protocol (ICMP) -- Ping, Traceroute, etc. -- destined to any Smart City Network(s). Smart City understands that Ping and Traceroute are valuable troubleshooting tools; therefore Smart City's Policy does allow ICMP (Ping & Traceroute) packets sourced from any Smart City network(s).

Further, to avoid infection by common Internet worms (Nachi, MSBlaster, LoveSAN, etc.), Smart City has implemented similar filters on the following TCP and UDP port numbers: UDP – 137, 138, 402, 1434 and TCP – 135, 139, 402, 445, 4444.

Customers requiring inbound or outbound access to any of the filtered ports, should contact a Smart City customer service representative in advance of the event with details of the specific requirements so that Smart City may consider the potential of a customized alternative.

Each Customer's business is important to Smart City and with advanced and timely notification of a Customer's needs we are confident that we can provide network services that perform as expected for all clients.

*** **Please inform all show site personnel about the importance of Smart City's Network Security compliance issues** ***

*** **Services are activated after Smart City is in receipt of this signed declaration of compliance with our network security requirements** ***

Device(s) Operating System: _____ Total # of Devices
Connecting to Smart
City's Network:: _____

Type of Anti-Virus Software Installed: ☐ Norton ☐ McAfee ☐ Other: _____

Virus Scan Last Updated: _____ Date _____ Security Updates Last Performed: _____ Date _____

Are You Renting Computers? ☐ Yes ☐ No Rental Company Name: _____

Rental Company Contact: _____ Contact Number: _____

With execution of this document the Customer hereby attests that Customer provided equipment, which will be connected to Smart City's network(s) at the above noted Facility and Show / Event has been properly protected, contains anti-virus software, and the latest patches and security updates have been installed. Customer(s) also accepts the responsibility for the performance of Customer's equipment and understands the conditions placed on service delivery by this document as well as the potential that additional charges may be incurred should Customer's equipment be found to adversely impact Smart City's network(s) performance. The Customer acknowledges that this Network Security Declaration is part of the Customer Contract allowing Smart City to provide requested service(s) and is subject to change without notice.

Signature _____

Date _____

Printed Name _____

Title _____



Floor Plan – Communications Cable

Center: Charlotte CC (002) - NC
 Show: _____

Company Name: _____
 Booth / Room #: _____
 Customer / Ref #: 2017 - 002 -

Voice and Data communications cabling. Smart City is the **exclusive installer** of Voice and Data communications cabling. Smart City provides cabling to booths, within booths (under carpet and flooring) and from booth-to-booth. Fiber Optic, twisted pair (Category 3, 5 and 6) and all other data and telecommunication cable fall under Smart City's area of expertise.

IMPORTANT!! Prior to installation of service, a complete floor plan is required. Please utilize this grid should you not have your own floor plan to send us. You may use a different floor plan for each service group (Telephone, Internet, etc.) or combine all services on one floor plan. For a floor plan to be considered complete it **must** include all the information listed below (Main Distribution Location "MDL", designated location of items within the booth, surrounding booths, scale-length and width).

		Adjacent Booth or Aisle# _____											
Adjacent Booth or Aisle#													Adjacent Booth or Aisle#
		Adjacent Booth or Aisle# _____											

X = Main Distribution Location (**MDL**) – The originating line(s) for service, whether from overhead, a floor pocket or a column, will be delivered to a "**MDL**" before being distributed within your booth. Example: Storage area, back of booth, etc. (unless specified, the default for the "**MDL**" will be the back of the booth or at Smart City's discretion, the most convenient location). All distribution of services to their final destination within the booth will originate from the "**MDL**". A per line move fee will apply to relocate services within your booth after they have been engineered and / or installed.

T = Location of Telephones, Fax lines or other telecommunications equipment "**T**".

I / H / PC / C = Location of primary Internet Service "**I**", Hubs "**H**", Patch Cables "**PC**" and / or Computers "**C**". For Smart City to perform your floor work, you will need to indicate the location of each item you want cabled. Make sure to order your floor work, hubs, and patch cables early and in advance of the show moving in.

Orientation = The Booth or Aisle #'s surrounding your booth. A minimum of one surrounding Booth or Aisle # is required (two or more would be more helpful) for Smart City to accurately install your services.

Size = Booth dimensions (example 10x10) _____. **Scale** = 1 Box is equal to _____ ft.

Floor Plan – Communications Cable

Center: Charlotte CC (002) - NC

Show: ABC EXAMPLE SHOW

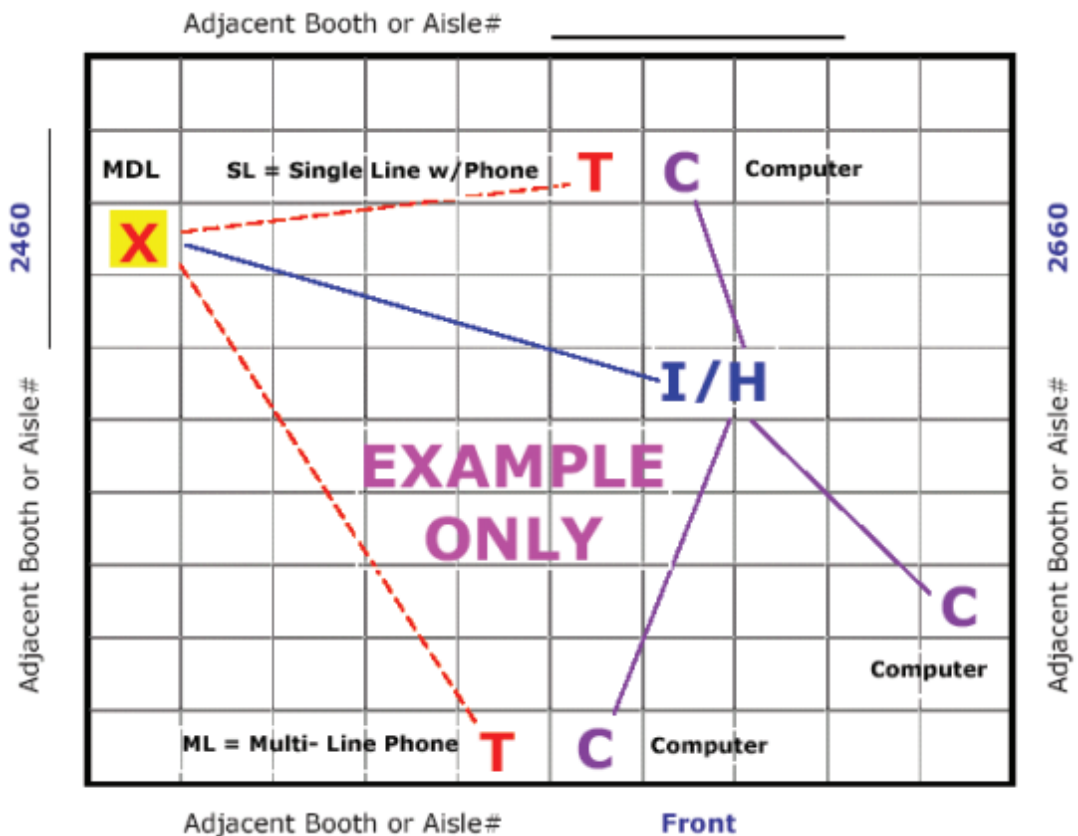
Company Name: ABC EXAMPLE COMPANY

Booth / Room #: 1234

Customer / Ref #: 2017 - 002 - XXX - XXXX

Voice and Data communications cabling. Smart City is the **exclusive installer** of Voice and Data communications cabling. Smart City provides cabling to booths, within booths (under carpet and flooring) and from booth-to-booth. Fiber Optic, twisted pair (Category 3, 5 and 6) and all other data and telecommunication cable fall under Smart City's area of expertise.

IMPORTANT!! Prior to installation of service, a complete floor plan is required. Please utilize this grid should you not have your own floor plan to send us. You may use a different floor plan for each service group (Telephone, Internet, etc.) or combine all services on one floor plan. For a floor plan to be considered complete it **must** include all the information listed below (Main Distribution Location "MDL", designated location of items within the booth, surrounding booths, scale-length and width).



X = Main Distribution Location (**MDL**) – The originating line(s) for service, whether from overhead, a floor pocket or a column, will be delivered to a “**MDL**” before being distributed within your booth. Example: Storage area, back of booth, etc. (unless specified, the default for the “**MDL**” will be the back of the booth or at Smart City’s discretion, the most convenient location). All distribution of services to their final destination within the booth will originate from the “**MDL**”. A per line move fee will apply to relocate services within your booth after they have been engineered and / or installed.

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Orientation = The Booth or Aisle #'s surrounding your booth. A minimum of one surrounding Booth or Aisle # is required (two or more would be more helpful) for Smart City to accurately install your services.

Size = Booth dimensions (example 10x10) 20 x 20. **Scale** = 1 Box is equal to 2 ft.