



**Telecommunications Services Request Form**  
PUBLIC SHOW VENDOR ORDER FORM

1610 COLISEUM DRIVE • HAMPTON, VA • 23666 • PHONE (757) 315-1633 • email: hrcc\_admin@thehrcc.com

**FULL PAYMENT MUST BE RECEIVED 14 DAYS PRIOR TO EVENT START TO GUARANTEE SERVICE/EQUIPMENT**

Event Name: \_\_\_\_\_ Room/Booth #: \_\_\_\_\_

Event Dates: \_\_\_\_\_ Exhibiting Company: \_\_\_\_\_

Contact Name: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

TELECOMMUNICATIONS		RATE	QTY	AMOUNT
Dedicated Phone Line		\$ 125.00		
Standard Desk Telephone		\$ 25.00		
INTERNET SERVICE TYPE		BANDWIDTH	RATE	
<b>WIRED INTERNET SERVICE</b>				
Basic Wired Internet Connection		Up to 5-8 Mbps	\$ 200.00	
Internet Connection to External Host Server <i>* Routers permitted when selecting this option</i>		3-5 Mbps	\$ 1,500.00	
Must be approved with City of Hampton		5-10 Mbps	\$ 2,500.00	
Connection speeds above 3Mbps may include 5 Static Public IP addresses		10-20 Mbps	\$ 3,500.00	
<b>WIRELESS INTERNET SERVICE</b>				
<b>HRCC SHOW PACKAGE up to 5mbps. Includes (3) devices for the duration of the show.</b>			\$ 100.00	
<b>EQUIPMENT RENTAL</b>				
Hub/Switch/Router Rental A Hub or Switch may be available for customers wishing to establish LANs			\$ 75.00	
Patch Cables Standard Category 5 patch cables are available in various lengths on a first come first serve basis			\$ 40.00	
			<b>Total Telecommunications Order + 3.5% Credit Card Processing Fee (if applicable): \$</b>	

**IMPORTANT CONDITIONS AND REGULATIONS**

**Code Safety and Compliance**  
1.All equipment provided by clients and exhibitors must comply with all state, local and international safety codes.

**Limitation of Liability**  
The parties agree that implied warranties of merchantability and fitness for a particular purpose and all other warranties, expressed or implied, are excluded from this agreement. The HRCC does not assume liability for damages of any type whatsoever or for the loss of anticipatory profits resulting from the installation, use, or interruption of the services or for damage of any sort whatsoever to user's goods or equipment arising from the installation, use or interruption of the services or any other cause whatsoever. The HRCC shall not be held responsible for late installation or interruption of any services that may occur.

**Telecommunications Notes:**  
1.If any special data and or networking equipment or services are required which are not detailed on this form, please call 757-315-1633.  
2. PLEASE RUN UPDATED ANTI-VIRUS SOFTWARE ON YOUR COMPUTER BEFORE YOUR ARRIVAL AT THE FACILITY.  
3.No credits will be issued for unused phone lines installed as ordered.  
4.Only written cancellations will be accepted and must be received seven days before show move in.  
5.Connection to equipment is the exhibitors' responsibility.  
6.Telecommunications panels, floor boxes and equipment must be accessible at all times.  
7. HRCC is responsible for Internet and other HRCC installed cable connections from the point of demarcation to the exhibitor booth.  
8. HRCC will troubleshoot HRCC installed components only.  
9. HRCC is not responsible for lost connections or traffic interruptions. We will work with third parties to resolve circuit issues on a best efforts basis. NO REFUNDS will be given for service interruptions or other network service related downtime.  
10. HRCC is the sole provider of WiFi Internet services within the facility. Customers may not use their own wireless access points, wireless routers, MiFi devices, or any other device that provides shared WiFi Internet Access.

**METHOD OF PAYMENT**

CASH or  CHECK                      Made payable to: Hampton Roads Convention Center • Tax ID # 54-6001336

Credit Card Holder Name: \_\_\_\_\_ E-mail address for receipt: \_\_\_\_\_

**DO NOT LIST CREDIT CARD NUMBER: You will receive a secure link for payment via the email provided for receipt.**  
**I authorize the charges detailed within this form to be charged to the credit card in my name I provide. By signing, I also agree that I have read and agree to the terms and conditions set forth for these services by HRCC.**

Credit Card Holder Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**TOTAL PAYMENT MUST ACCOMPANY THIS FORM. Please mail to address above, or scan & email to hrcc\_admin@thehrcc.com**