



Internet Access/ Telephone Request Form



Event Name:		Date:
Vendor Company Name:		Ordered by:
Onsite Contact:		Email:
Address:		
City:	State:	Zip:
Credit Card #:	Type:	Exp. Date:
Phone:		Fax:
Name of card holder:		Signature of card holder:

<u>Internet Service:</u>	<i>Setup Per Connection (Labor)</i>	<i>Internet Access Each Connection (Per day)</i>	<u>Total</u>
Setup of 1 Computer (3Mbps shared) <i>Computer not included</i>	\$250	\$200	
Setup of 2-5 Computers (3Mbps shared) <i>Computer not included</i>	\$400	\$200	
<i>IP address (each, one time charge)</i>	\$150		
<i>Above prices do not include applicable (6.5%) state tax. (Laptops, Computers and Monitors available for rental.)</i>		<i>(Example: Booth #11 needs one internet connection for three days.) \$250 (setup) + \$200 x 3 (Access) = \$850 + Tax</i>	

<u>Telephone Service:</u>	<i>One time setup charge</i>	<i>Telephone rental per day</i>	
DID Phone line \$225 (plus Telephone rental of \$25 per day)	\$225	\$25	

Service Information:

Installation Date & Time: _____

Meeting Room or Booth Number: _____

Removal Date & Time: _____

Number of Connections: _____

Number of Days: _____

*For needs other than the above, please contact a Swank Audio Visuals representative.

**Cancellation without 24hr. notice will result in a 50% cancellation charge.

(For internal use only)

E-Mail: 328HG@swankav.com
Fax: (407) 239-3817
Phone: (407) 239-3820

Order #:	App Code:
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