



Meeting Services, Inc.
Town and Country Resort & Convention Center
INTERNET & TELEPHONE SERVICES ORDER FORM



SHOW NAME: _____
 SHOW DATES: _____
 DELIVERY DATE & TIME: _____
 PICKUP DATE & TIME: _____

ROOM NAME/BOOTH NUMBER: _____
 CONTACT NAME: _____
 CONTACT PHONE: _____
 CONTACT EMAIL: _____

Qty	WIRELESS INTERNET SERVICES		Daily	4-7 Days	Total
	Basic WiFi Network (1Mbps)	Adequate for email, web browsing, Facebook, Twitter, iTunes, etc.	\$80.00 x _____ days	\$280 4-7 days	
	Each additional device connection on basic network	Purchase of Basic WiFi network provides access for one user only.	\$8.00 x _____ days	\$28 4-7 days	
	Enhanced WiFi Network (3.5Mbps)	Recommended for streaming video at 720p and 1080p, for YouTube, Facetime and Skype, and for all photo/video/data file transfers.	\$120.00 x _____ days	\$420 4-7 days	
	Each additional device connection on enhanced network	Purchase of Enhanced WiFi network provides access for one user only.	\$10.00 x _____ days	\$35 4-7 days	

Qty	WIRED INTERNET SERVICES		Daily	4-7 Days	Total
	High Speed Wired Internet Connection	IP address and required network configurations will be provided upon receipt of this order.	\$100.00 x _____ days	\$350 4-7 days	
	Each additional device connection	Purchase of High Speed Wired Internet Connection provides access for one user only.	\$10.00 x _____ days	\$35 4-7 days	
	4-Port 10/100 Fast Ethernet Switch	Required for sharing of a single wired internet connection by up to 4 devices.	\$20.00 x _____ days	\$70 4-7 days	
	8-Port 10/100 Fast Ethernet Switch	Required for sharing of a single wired internet connection by up to 8 devices.	\$40.00 x _____ days	\$140 4-7 days	

Qty	INTERNET PROTOCOL (IP) ADDRESS OPTIONS	Weekly	Total
	Private Static IP Address	\$50.00	
	Public Static IP Address	\$50.00	

Qty	VLAN CONFIGURATION	Weekly	Total
	VLAN (two port configuration)	\$200.00	
	Additional Port Configured	\$100.00	

Please contact us for other custom networking options.

Qty	TELEPHONE SERVICES (Telephone prices DO NOT include any local or long distance charges that may be assessed)		Daily	4-7 Days	Total
	Standard House Phone	For calls to and from Town & Country telephones only.	\$30.00 x _____ days	\$105 4-7 days	
	Credit Card/Fax Phone Line	Credit card machines must be pre-programmed to dial 9. Phone line works for sending faxes only. To receive faxes you must order a DID phone line.	\$30.00 x _____ days	\$105 4-7 days	
	Direct Dial (DID) Phone Line	For direct incoming and outgoing phone calls and to receive faxes.	\$50.00 x _____ days	\$175 4-7 days	
	Conference Phone Package	Includes Polycom Conference Phone and DID Phone Line.	\$100.00 x _____ days	\$350 4-7 days	

PAYMENT INFORMATION

Name of Company: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Email Address: _____

1. RENTAL CHARGE	\$ _____
2. LINE 1 x 8% SALES TAX	\$ _____
3. LINE 1 x 21% SERVICE CHARGE	\$ _____
4. TOTAL CHARGE	\$ _____

PAYMENT METHOD

Check Enclosed (Payable to Meeting Services, Inc.)
 VISA Mastercard American Express Discover
 Cardholder's Name: _____
 Card #: _____ Exp. Date: _____
 CVV2 #: _____ (3 digits on back of Visa/MC - 4 digits on front of AMEX)
 Signature: _____ Date: _____
Cancellation of equipment and services must be received 72 hours prior to delivery date to avoid a one day minimum charge.

21% service charge provides labor for equipment preparation, setup and removal. For additional labor needs, please contact us for an estimate.

Please email, mail or fax this form to:
MEETING SERVICES, INC.
 500 Hotel Circle North, San Diego, CA 92108
 TEL 619.291-8770 • FAX 619.574-6712 • tcoffice@msiprod.com