



TELECOMMUNICATIONS REQUEST 2012

This form is your official invoice – please keep a copy for your records

All Prices Subject to Applicable Taxes

All Prices Subject to Change Without Notice

(Please see reverse side for terms & conditions)

EVENT #:

EVENT INFORMATION:

EVENT NAME: _____

BOOTH NUMBER: _____

EVENT DATES: _____

Include Booth Plan if possible.

CUSTOMER INFORMATION:

COMPANY NAME: _____

COMPANY ADDRESS: _____

Street City Province/State Postal/Zip Code

CONTACT NAME: _____ TELEPHONE #: _____

E-MAIL: _____ FAX #: _____

ORDER INFORMATION: Payment must accompany order form.

NOTE: Orders placed less than 7 days prior to the event move-in are charged at the Standard Rate.

TELEPHONE SERVICES

Please submit floor plan outlining all telecom services

	Number Required	Discount Rate	Standard Rate	On-Site Rate	Total Amount
VOICE SERVICE Includes 1-IP phone set, FREE North America Long distance calling & the most popular calling features such as voice mail, call forwarding, call display).	_____	@ \$ 215.00	\$ 245.00	\$370.00	
FAX Line (equipment not included) (For Fax Machines) Fax Line is programmed with dial 9 for outside access.	_____	@ \$ 195.00	\$ 225.00	\$340.00	
POS Line – Analog Phone Line (equipment not included) please select the required type of connection: <input type="checkbox"/> Phone Line (Analog) <input type="checkbox"/> Wired Internet (Ethernet)	_____	@ \$ 195.00	\$ 225.00	\$340.00	
(For Credit Card/Debit Machines) POS Analog Line is programmed with dial 9 for outside access.					
MULTI-LINE, SPEAKERPHONE SERVICES, POLYCOM, OFFICE ARRANGEMENTS, SPECIAL ORDERS	_____	@	On Request		

PAYMENT INFORMATION:

Make cheques payable to:

To fax your form or for further inquiries:

**Vancouver Convention Centre
1055 Canada Place
Vancouver, BC Canada V6C 0C3**

Call (604) 647-7206

Fax (604) 647-7325

Discount Rate applicable up to 7 days prior to move-in date. **On-site Rate applicable for each on-site order.** Make all payments in Canadian Funds. All orders must be accompanied by payment.

- Cash
 Cheque
 Money Order
 Visa
 MasterCard
 American Express
 Other: _____

Credit Card Number: _____ Expiry Date: _____

Print Name as it Appears on Card: _____

I hereby authorize the Vancouver Convention Centre or its agents to install the service(s) described above and agree to assume complete responsibility for all charges for service.

Authorized Signature: _____

Print Name and Title of Authorized Representative

SUB TOTAL	
12% HST (#R10043276)	
TOTAL CANADIAN	

TERMS & CONDITIONS

1. Requests for service and special arrangements at the advance rate must be received no less than seven (7) days prior to scheduled arrival time for move-in. Otherwise the standard rate applies to each service.
2. Complete information must be provided on the Telephone/Internet Order Request Form to ensure prompt processing of the order. Incomplete information will delay processing.
3. Conditions for processing service order forms:
 - a) Payment for service must accompany service orders.
 - b) For new service required at time of show please call (604) 647-7299 or visit the Vancouver Convention Centre Service Desk located on the floor of your show during scheduled move-in times.
4. Credit will not be given for service installed and not used.
5. The Customer will be fully responsible for the safekeeping of any equipment during the show and its prompt return at the close of the show to Vancouver Convention Centre personnel.
6. It is understood that if after assignment, Vancouver Convention Centre must change a pre-assigned I.P. address, the Customer has no recourse for compensation against Vancouver Convention Centre. Every effort will be made to maintain the originally assigned address.
7. Only Vancouver Convention Centre personnel are authorised to modify system wiring or cabling.
8. Material and equipment furnished by Vancouver Convention Centre for this service order shall remain the property of Vancouver Convention Centre.
9. Customer shall not and shall not permit any of its users or other third parties to:
 - (a) disclose private communications without permission to parties other than the intended recipient, or the disclosure of confidential information;
 - (b) restrict or inhibit any other user from using and enjoying the Internet;
 - (c) post or transmit any unlawful, threatening, abusive, libelous, defamatory, obscene, pornographic, or profane information of any kind, including without limitation any transmissions constituting or encouraging conduct that would constitute a criminal offense, give rise to civil liability, or otherwise violate any local, provincial, state, national or international law, including without limitation, export control laws and regulations;
 - (d) post or transmit any information or software that contains a virus, worm, cancelbot or other harmful component;
 - (e) upload, post, publish, transmit, reproduce, or distribute in any way, information, software or other material obtained through the Internet which is protected by copyright or other proprietary right or derivative works with respect thereto, without obtaining permission of the copyright owner or rightholder; or
 - (f) abuse or fraudulently use the Internet in any way not specifically set forth above.
10. Limitation of Liability
 - (a) Customer understands that Customer and its users may access the Internet through the service. Customer understands further that neither the Vancouver Convention Centre nor its Internet Service Provider operate or control the Internet in any way, and that all merchandise, information and services offered or made available or accessible on the Internet are offered or made available or accessible by third parties.
 - (b) Customer assumes total responsibility and risk for Customer's and its users' use of the service and the Internet. Neither the Vancouver Convention Centre nor its Internet Service Provider make any express or implied warranties, representations or endorsements whatsoever (including without limitation warranties of title or noninfringement, or the implied warranties of merchantability or fitness for a particular purpose) with regard to any merchandise, information or service provided through the Internet, and neither the Vancouver Convention Centre nor its Internet Service Provider shall be liable for any cost or damage arising either directly or indirectly from any such transaction. It is solely Customer's and its users' responsibility to evaluate the accuracy, completeness and usefulness of all opinions, advice, services and other information, and the quality and merchantability of all merchandise, provided on the Internet generally.
 - (c) Customer understands further that the Internet contains unedited materials some of which are sexually explicit or may be offensive to some people. Customer and its users access such materials at their own risk. The Vancouver Convention Centre and its Internet Service Provider have no control over and accept no responsibility whatsoever for such materials.
 - (d) The service is provided on an "as is" and "as available" basis without warranties of any kind, either express or implied, including but not limited to warranties of title, noninfringement or implied warranties of merchantability or fitness for a particular purpose. No advice or information given by the Vancouver Convention Centre or its Internet Service Provider or their affiliates or their contractors or their respective employees shall create a warranty. Neither the Vancouver Convention Centre nor its Internet Service Provider warrants that the service will be uninterrupted or error free or that any information, software or other material accessible on the Internet is free of viruses, worms, trojan horses or other harmful components.
 - (e) Under no circumstances shall the Vancouver Convention Centre or its Internet Service Provider or their affiliates or contractors be liable for any direct, indirect, incidental, special, punitive or consequential damages that result in any way from Customer's or its users' use of or inability to use the service or to access the Internet or any part thereof, or Customer's or its users' reliance on or use of information, services or merchandise provided on or through the service, or that result from mistakes, omissions, interruptions, deletion of files, errors, defects, delays in operation, or transmission, or any failure of performance.
 - (f) Without in any manner limiting the express limitations contained in this section, neither the Vancouver Convention Centre nor its Internet Service Provider shall be liable to Customer or its users or any other parties for any:
 - (i) act or omission of a telecommunications carrier whose facilities are used in establishing connections;
 - (ii) disclosure of private communications to parties other than the intended recipient, or the disclosure of confidential information;
 - (iii) restriction or inhibition imposed by a third party;
 - (iv) posting, transmittal or receipt of any unlawful, threatening, abusive, libelous, defamatory, obscene, pornographic, or profane information of any kind, including without limitation any transmissions constituting or encouraging conduct that would constitute a criminal offense, give rise to civil liability, or otherwise violate any local, provincial, state, national or international law, including without limitation, export control laws and regulations;
 - (v) posting or transmittal of any information or software that contains a virus, worm, cancelbot or other harmful component;
 - (vi) uploading, downloading, posting, publishing, transmittal, reproducing, or distributing in any way, of information, software or other material obtained through the Internet which is protected by copyright or other proprietary right or derivative works with respect thereto;
 - (vii) infringement of patents or other proprietary rights; or
 - (viii) abuse or fraudulent use of the Internet in any way not specifically set forth above.