

BoCo Enterprises Internet and Connectivity Form

Phone: (248) 348-5600 – Fax: (248) 380-3005 – Email: tfreytag@suburbanshowplace.com

Event Name: _____ Event Start Date: / / _____ Event End Date: / / _____ Booth/Room #: _____ On-Site Contact: _____ Cell #: _____ Email Address: _____	Company Name: _____ Billing Name: _____ Billing Address: _____ Billing Address: _____ City: _____ State: _____ Zip: _____ Country: _____ Phone #: _____
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**ALL SERVICES FOR TECHNICAL SUPPORT AND LEVELS OF CONNECTIVITY LISTED BELOW ARE SUBJECT TO AVAILABILITY.
 ALL CONNECTIONS LISTED ARE INTENDED FOR ONE DEVICE ONLY AND NO SPLITTERS, ROUTERS, OR OTHER WIRELESS DEVICES ARE ALLOWED
 WITHOUT WRITTEN CONSENT FROM BoCo ENTERPRISES**

BASIC INTERNET SERVICE				
Wireless is available via access through the splash page when onsite, log on and follow instructions for services starting at \$20/day. Basic Internet Access is intended for the limited purses of checking e-mail, basic social networking, and simple web browsing. It is intended for ONE device ONLY. It is not intended for large file transfers, establishment of networks or connection of multiple computers and is NOT INTENDED FOR SECURE CREDIT CARD PROCESSING.				
WIRELESS CONNECTIVITY – ONE DEVICE ONLY				
Bandwidth (Shared)	Quantity	Advance	Floor	Total
Up to 1.5 Mbps		\$ 250	\$ 300	
Up to 5 Mbps		\$ 300	\$ 375	
Up to 10 Mbps		\$ 400	\$ 500	
INTERNET VIA HARDLINE**				
Shared Bandwidth Hardline				
Up to 1.5 Mbps	One drop for up to 3 devices*	\$ 335	\$ 385	
Up to 5 Mbps	One drop for up to 5 devices*	\$ 435	\$ 510	
Up to 10 Mbps	One drop for up to 10 devices*	\$ 535	\$ 635	
*A rental switch is required for multiple connections.				
Dedicated Bandwidth Hardline				
1.5 Mbps One drop for up to 3 devices (includes 1 public IP and 1 router)		\$ 800	\$ 850	
5 Mbps One drop for up to 5 devices (includes 1 public IP and 1 router)		\$ 1,000	\$ 1,075	
10 Mbps One drop for up to 10 devices (includes 1 public IP and 1 router)		\$ 1,200	\$ 1,300	
With the purchase of dedicated bandwidth, routers and switches are provided, NO unauthorized routers or outside devices are allowed.				
**The user must obtain ONE HOUR MINIMUM of technical support to assist in the configuration and connection of the user's device(s).				
GREATER BANDWIDTHS (HIGHER THAN 10MB) ARE AVAILABLE BEYOND THOSE LISTED				
Additional Products and Services	Quantity	Advance	Floor	Total
Additional public IP Address		\$ 150	\$ 200	
Patch Cables- Up to 50'		\$ 100	\$ 150	
Switch Rental		\$ 50	\$ 75	
Router		\$ 100 and up	\$ 150 and up	
Labor/Floor work		N/A	\$ 99/hr	

<div style="border: 1px solid black; padding: 2px; color: red; font-size: small;">Internal Use Only</div>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">SUBTOTAL:</td> <td style="width: 20%;"></td> </tr> <tr> <td>GRAND TOTAL:</td> <td></td> </tr> </table>	SUBTOTAL:		GRAND TOTAL:	
SUBTOTAL:					
GRAND TOTAL:					

By signing below Customer accepts the BoCo Enterprises Terms and Conditions (page 2)

Customer—Print Authorized Name	Customer—Authorized Signature	Date
BoCo Enterprises—Print Authorized Name	BoCo Enterprises—Authorized Signature	Date

Payment Type: Please select one. Credit card payments appear as "BoCo Enterprises" on monthly statements.

Check Payable to: **BoCo Enterprises** Mail to: **ATTN: Terri Freytag, BoCo Enterprises, 46100 Grand River, Novi, MI 48374**

By signing this Agreement, Customer agrees that BoCo Enterprises may store Customer's credit card information and Customer hereby authorizes BoCo Enterprises to use Customer's credit card information for future orders which are signed by an authorized representative of Customer. No order is complete until both parties have signed.

Credit Card **Amex** **MC** **Visa** **Credit Card #:** _____ **Ex. Date:** _____ **Security Code:** _____

Card Holder Name (print)	Card Holder Name (signature)	Date

BoCo ENTERPRISES
TERMS & CONDITIONS FOR TECHNOLOGY SERVICES
BoCo Enterprises-Suburban Collection Showplace

1. **BoCo ENTERPRISES INTERNET/DATA SERVICES:**
 - A. Due to the nature of the Internet, **BoCo Enterprises cannot guarantee any level of performance or accessibility beyond our gateway.**
 - B. **Internet speeds are best effort and not guaranteed.**
 - C. BoCo does not guarantee the safety or security of equipment, software, or proprietary information connected to or carried over services installed by BoCo and/or its sub-contractors.
2. **BoCo PROVIDES LIMITED FIREWALL SECURITY AND NO ANTI-VIRUS PROTECTION ON OUR NETWORK. CUSTOMER IS RESPONSIBLE FOR PROVIDING THEIR OWN FIREWALL SECURITY AND ANTI-VIRUS SOFTWARE.**

BoCo is not responsible in any way for damage to equipment or software, loss of proprietary information or network delays or interruptions caused by unauthorized security breaches or intrusions.

Customer may be held liable for any damages to equipment, software, or proprietary information, or any damages due to network delays, interruptions, troubleshooting, and/or repair if the origin of a security breach or intrusion is determined to have originated from their device. BoCo strongly advises every customer to take proper measures to protect their own equipment and software.
3. **CUSTOMER INTERNET/DATA RESPONSIBILITIES:**
 - A. **BoCo REQUIRES THAT UPDATED AND CURRENT ANTI-VIRUS PROTECTION BE INSTALLED ON EVERY DEVICE CONNECTED TO THE BoCo NETWORK.**
 - B. AT NO TIME will a client power up any wireless device not provided by BoCo without prior authorization.
 - C. AT NO TIME, while connected to the BoCo network, will the client use/run their own DHCP server.
 - D. Customer must provide a list of all required connections including exact location (exhibit booth number, meeting room number, etc.) and type of device being connected (switch, router, hub, PC, etc.)
 - E. Any customer device that is determined to be causing interference with the normal operation of the BoCo network must, at BoCo's request, be immediately disabled or disconnected from the network.
 - F. Customer must provide equipment that is properly configured and equipped. In the event that BoCo configures any of Customer's hardware and/or software so that the Customer may use the Services, such configuration shall be undertaken with reasonable care and in keeping with standard industry practices. Under no circumstances shall BoCo be liable to Customer for any damage caused by such configurations, and BoCo makes no representation or warranty that any such configured hardware or software shall be in fact be compatible with the Services or returned to its original condition or configuration at any time. Any re-configuration of Customer's hardware and/or software shall be undertaken by the Customer at its sole risk and expense.
 - G. **Internet user** has full, unrestricted access to the Internet. Matters considered improper, offensive, or even unlawful by groups or individuals are not the responsibility of BoCo.
 - H. **Customer is responsible** for the proper configuration of customer provided equipment and software for Internet services, etc. Customer is responsible for all services outside of basic Internet connectivity including e-mail, VPN, FTP, web services, etc.
4. **OTHER REQUIREMENTS** over and above what is listed on this form should be attached and returned to the Suburban Collection Showplace.
5. **INDEMNIFICATION AND LIMITATION:** BoCo's obligations under this Agreement are subject to limitation, and BoCo and/or its subcontractors shall not be liable for delays, failure to perform, or destruction or malfunction of the equipment and service, or any consequences of the above, caused, occasioned or due to fire, flood, water, the elements, labor requisition, shortages, utility curtailment, power failure, explosions, civil government requisition, shortages of equipment or supplies, unavailability of transportation, acts of omissions of anyone other than BoCo, its representatives, agents, subcontractors, or employees, or any other cause beyond BoCo's reasonable control. In no event shall BoCo be liable to the customer or to any other party for special, collateral, exemplary, indirect, incidental or consequential damages. Such excluded damages include, but are not limited to loss of profits, loss of use or interruption for business, or there consequential or indirect economic loss. Customer/user hereby indemnifies BoCo harmless from any and all liability, damages, or costs arising from the providing of these services or equipment.
6. **SHARING PROHIBITED:** These connective services are to be provided by and are not to be shared with other customers. Any customer sharing communication services without written authorization from BoCo will be charged for that service and standard rates on a complete second Service Order Form. All additional charges will be billed to the authorized credit card at the close of the event.
7. **BoCo EXCLUSIVITY:** Only BoCo Personnel are authorized to modify system wiring and cable. All material and equipment furnished for this service contract shall remain property of BoCo.
8. **EQUIPMENT COMPLIANCE REQUIRMENT** must comply with FCC regulations and be configured to operate with "dial 9" service. BoCo reserves the right to limit use of outside communication devices, including wireless devices.
9. **CHARGES SUBJECT TO CHANGE:** Prices for labor, equipment and services are based upon current wage rates and are subject to change without notice. Rates quoted for all connections cover only bringing one service to the event space in the most convenient manner and do not include connection of customer owned equipment.
10. **EQUIPMENT PROCEDURES:**
 - A. **Customer is responsible** for returning all equipment issued by or rented from BoCo in good condition to the BoCo Personnel or by making arrangements through the assigned Event Coordinator for the return or rented/issued equipment.
 - B. Lost, stolen, or damaged equipment will be charged to customer's authorized credit card at prevailing rates.
11. **PAYMENTS & REFUNDS:**
 - A. **Payment in full** is required before service can be connected, once ordered there are no refunds for services. The "**Payment Options**" section on the Service Order Form must be completed on every service order. By providing an authorized signature on the front of this form, you authorize BoCo to charge the amount due as pre-payment for services ordered, as well as any charges incurred for additional services ordered during the event, to the authorized credit card.

CONTINUED ON NEXT PAGE

D E A D L I N E

Electrical Requirements

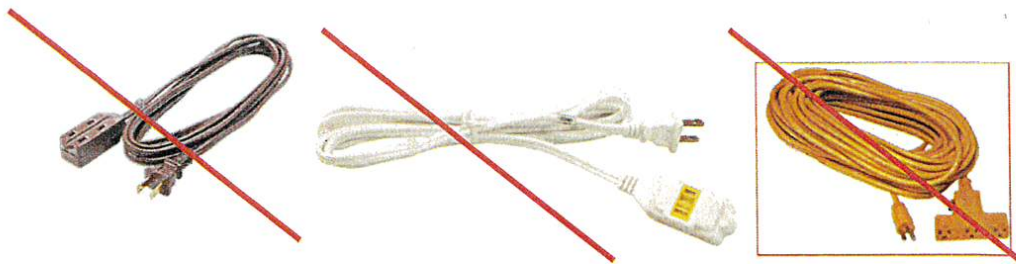
Since this is an indoor venue, we have stricter electrical requirements that need to be followed. The Fire Marshall does come around at the start of each show and checks every booth to ensure that these are followed. Please look over this information below so that you can make sure that your booth is up to fire code. We will have to charge if we need to come around and fix your electrical set up due to the Fire Marshall concerns.

Per the rules, here are the electrical requirements:

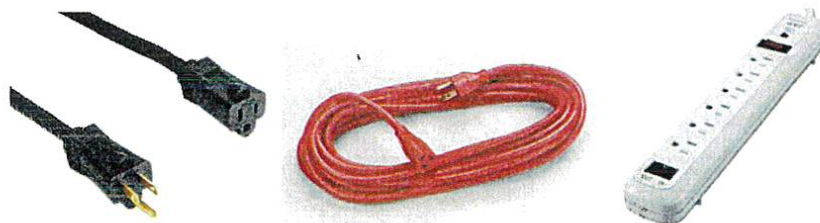
Exhibitors must follow these electrical rules:

1. No extension cords allowed on the ground in foot traffic areas or under carpet
2. Extension Cords without a ground are not permitted
3. All cords must have 3 prongs and may not be damaged
4. Fusible cord strips (type used with computers) must be used in any multi plug situation
5. No cube taps are allowed.
6. Any display that uses water must have a G.F.I.

These types of electrical extension cords below are NOT allowed. All extension cords MUST have 3 prongs. ****Multi-plug cords can only be used if they have a fused breaker!****



Outdoor rated extension cords are a good way to determine if a cord is acceptable. Also, computer type power strips are recommended and encouraged to plug many items into the end of the extension cords.



Thank you for your cooperation on this matter!!

CONTINUED ON NEXT PAGE

DEADLINE

BOCO Enterprises, Inc. Utility Order Form

46100 Grand River Avenue, Novi MI 48374 * Phone: 248-348-5600 * Fax: 248-380-3005
 Email your order form to: dthomas@suburbanshowplace.com or tfreytag@suburbanshowplace.com

You may also order all services online at www.suburbancollectionshowplace.com

Name of Show: _____ Date of Show: _____ Booth #: _____

Company Name: _____ Contact Name: _____

Address: _____ City, State, Zip: _____

Email Address (please print clearly): _____

Phone: _____ Ext: _____ Fax: _____

Form of Payment: Cash Check Visa/MasterCard American Express Discover

Check/Credit Card Number: _____ Expiration: _____

If paying by credit card, please place authorization signature here: _____

Please make checks payable to: BOCO Enterprises, Inc. * No refunds five days prior to show.

Rates quoted include bringing of service to the exhibit booth. All wiring of electrical work on exhibitor displays are charged on time and material basis. Tagging of equipment for proper voltage, phase, connections, etc. is exhibitor's responsibility. Exhibitors using sensitive electronic equipment should provide their own power conditioning. BOCO Enterprises and/or Suburban Collection Showplace are not responsible for voltage or frequency variances.

FULL PAYMENT must accompany order to receive advance rate. NO EXCEPTIONS! Advanced ordering deadline: Five (5) days prior to first move-in day. All orders received after deadline or on-site are subject to the advanced floor rate. **Any orders requiring collection during or after the show are subject to the floor rate, including declined credit cards.** Prices subject to change at discretion of BOCO Enterprises only.

Requirements	120 V – Single Phase			208 V – Single Phase			208 V- Three Phase			480 V – Three Phase		
	Qty	Advance	Floor	Qty	Advance	Floor	Qty	Advance	Floor	Qty	Advance	Floor
Lighting outlet 120 volts 60 cycle outlet up to 2000 watts		\$85	\$125									
30 amp					\$170	\$250		\$200	\$285		\$625	\$950
40 amp					\$240	\$340		\$275	\$410			
50 amp					\$245	\$345		\$285	\$425			
60 amp					\$390	\$445		\$505	\$560		\$750	\$1050
100 amp					\$595	\$835		\$685	\$950		\$1200	\$1200
150 amp					\$775	\$1050		\$895	\$1160			
200 amp					\$1170	\$1260		\$1370	\$1460			

<p>Exhibitor Booth Cleaning For your convenience, we offer an individual booth cleaning service. This is an optional service that will not be provided without the return of this form as well as advanced payment.</p> <p>One Time Cleaning (Optional) Carpets vacuumed or floor swept, wastebaskets emptied, tables wiped. One time service provided the night before the first open show day only.</p> <p style="text-align: center;">Total booth sq. ft. x .15 _____ X _____ show days = _____</p> <p>Nightly cleaning services (Optional) Carpet vacuumed or floor swept, wastebaskets emptied, tables wiped. Service is provided nightly, after show closing. Service commences on the final night of move in and ends the night before closing of the show.</p> <p style="text-align: center;">Total booth sq. ft. x .11 _____ X one (1) show day = _____</p>	<p>Phone Services</p> <p>All credit card machines, lap tops, fax machines, etc must be programmed to dial "9" for all outgoing calls. Data transmission capabilities are limited and exhibitors should inquire if there are questions concerning the compatibility of any equipment with BOCO Enterprises, Inc. phone system. Customers are responsible for all local and long distance charges made on phone lines from move-in through move-out of show. Billing for all additional charges will be at a later date.</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">QTY</th> <th style="text-align: center;">Phone Services</th> <th style="text-align: center;">Advance</th> <th style="text-align: center;">Floor</th> </tr> </thead> <tbody> <tr> <td></td> <td>Telephone services – outgoing calls</td> <td style="text-align: center;">\$150</td> <td style="text-align: center;">\$175</td> </tr> <tr> <td></td> <td>Telephone services – incoming and outgoing calls</td> <td style="text-align: center;">\$175</td> <td style="text-align: center;">\$200</td> </tr> <tr> <td colspan="4" style="text-align: center;">Internet – See separate order form</td> </tr> <tr> <td colspan="4" style="text-align: center;"><i>*All internet services provided ON-SITE by Spectrum. Service is accessed through web browser (wireless or hardwire) & paid for by credit card. The service is \$20.00/day with additional charges for IT support.</i></td> </tr> </tbody> </table>	QTY	Phone Services	Advance	Floor		Telephone services – outgoing calls	\$150	\$175		Telephone services – incoming and outgoing calls	\$175	\$200	Internet – See separate order form				<i>*All internet services provided ON-SITE by Spectrum. Service is accessed through web browser (wireless or hardwire) & paid for by credit card. The service is \$20.00/day with additional charges for IT support.</i>			
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WATER/DRAIN/AIR/GAS - Water service is 3/8" poly pipe with shut off. Any required connections are the responsibility of the exhibitor. Drains are provided via pump. Power outlet in booth is required for drain but may be connected with other equipment. If draining any tub or unit, a small amount of excess water will remain. Exhibitors should use caution when moving units in the building.			
Qty	Service	Advance	Floor
	Water	\$200	\$225
	Drain	\$250	\$275
	Air**	\$325	\$375
** Compressed air connection ½ inch			
Gas	Contact BOCO Enterprises, Inc. directly at 248-348-5600 extension 205 for pricing and connection information.		
Labor	\$50.00 per hour straight time \$75.00 per hour overtime		

PAYMENT TOTALS	
Electrical Services	\$
Cleaning Services	\$
Phone Services	\$
Water/Drain Services	\$
Gas/Air Services	\$
GRAND TOTAL	\$

D E A D L I N E

FRI., OCT. 4

800-968-9668 mrlashow.org

BOCO ORDER FORM | ITEM 14

BOCO Enterprises, Inc. Utility Order Form

46100 Grand River Avenue, Novi MI 48374

Phone: 248-348-5600 * Fax: 248-380-3005

Dear Showplace Exhibitor,

We would like to take this opportunity to welcome your company to the Suburban Collection Showplace. We ask your cooperation so we do not have any exhibitor experiencing any problems during the show.

In order to expedite a smooth and proper operational show, please fill out your service requirement order form and return it immediately. Full payment must accompany order to receive advance rate. No exceptions! Payment in full must be rendered prior to opening of the show. Advance order deadline: Five (5) working days prior to the first move in day. All orders received after deadline or on-site are subject to the floor rate. Any orders requiring collection during or after the show are subject to the floor rate including declined credit cards.

We accept Visa, MasterCard, American Express, Discover and checks as payment. Cancellations made 7-14 days prior to show will be refunded at a rate of 50%. Orders cancelled later than seven days prior to show will result in forfeiture of deposit.

To prevent circuit overloads, exhibitors are not allowed to add wattage to existing outlet. We also ask that no exhibitors share drops amongst themselves. Outlets will be dropped in one location in booth, unless floor plan is submitted with order and payment. If more than one booth area is on order form please attach an additional sheet with layout and booth number for each booth.

For safety purposes, all connections larger than 30AMP must be hard wired. All motors must have a magnetic starter or manual disconnect switch. Wiring and electrical connections to motors or equipment will be billed on a labor and material basis. All customer supplied scatter boxes require at least 30' of cord sized properly for feed for field connection.

Electrical usage will be metered at the beginning of the show and additional charges, for amounts over the original order will be applied at the floor rate at that time.

If it is necessary to change the amount of power drops for your booth after installation, floor rates will apply and no credit will be issued for prior payment. All orders must be paid for in full prior to electrical installation.

Billing for all additional charges will be made at a later date. Customer is responsible for all charges made on phone lines from move in through move out of show.

Materials and labor for 24 hour power or 240V is a 50% addition to total bill. Labor is billed at \$50.00 per hour straight time and \$75.00 overtime. For additional needs not listed on this form, call our office for availability and pricing.

Thank you and we hope you enjoy the show!

Suburban Collection Showplace Management

**PLEASE MAKE CHECKS PAYABLE TO: BOCO ENTERPRISES
PLEASE REMIT TOP COPY TO BOCO ENTERPRISES
BOTTOM COPY IS CUSTOMER COPY**