



MOSCONE CENTER

747 Howard Street ~ San Francisco, CA 94103 ~ Phone: 415-974-4080 ~ FAX: 415-974-4065

TELECOMMUNICATIONS ORDER FORM 2025

CONTACT INFORMATION

Event Name:	Event Date(s):
Company:	Booth Number:
E-Mail:	Phone:

SEND INVOICE TO:

Company:	Attn:	
Address:		
City:	State:	Zip Code:
E-Mail:	Phone:	

Terms and Conditions

- Moscone Facility Services (MFS) is the exclusive internet/networking services provider for the Moscone Center.
- This order form gives MFS authorization to:
 - Provide services (rearrangement and/or disconnection of service and equipment) and to handle negotiations of telecommunications services and equipment
 - Make appropriate charges on the credit card provided

3. Service cancellations and refunds:

Order Changes/Cancellations	Fee
Returned check service charge	\$25.00
Move an installed line	\$100.00
Lost/damaged telephone instruments	\$100.00
Internet/Phone Line cancellation before installation	\$50.00
Phone order cancellation after installation	50%
Internet order cancellation after installation	50%

**THERE WILL BE NO CANCELLATION OF ANY SERVICES AFTER EVENT BEGINS
SERVICE REFUNDS WILL BE MADE WITHIN 30 DAYS OF THE EVENT CLOSE DATE**

3. Equipment procedures:

- Customer provided Wi-Fi access points are **prohibited**. Violation of this term is cause for service disconnection without refund.
- Exhibitors are responsible for maintaining and returning equipment to the Service Desk after the show
- Rental equipment provided remains the property of MFS
- Only MFS personnel are authorized to modify system wiring and cabling
- All exhibitors bringing equipment must comply with F.C.C. regulations

METHOD OF PAYMENT

Services will not be provided until completed order form and payment is received
REMAINING BALANCES WILL BE APPLIED TO CREDIT CARD ON FILE

Payment by Check: _____ Check (must ALSO enclose CC number)

Payment by Credit Card: _____ American Express _____ MasterCard _____ Visa

Credit Card Number: _____

Billing Address: _____

City: _____ State: _____ Zip Code: _____

Print Name on Card: _____ Expiration Date: _____

Card Holder Signature: _____ Security Code: _____

Please fax/email/mail order form along with payment to:

Moscone Facility Services
Attn: Telecommunications Department
747 Howard Street
San Francisco, CA 94103-3118

Event Name:		Service Dates:		
Company :		Booth Number:		
On-Site Contact:		Phone:		
	Advanced Rate 10 business days before event	Standard Rate	TOTAL	Includes:
INTERNET SERVICES				
Economy Plus (wired only)	_____ x \$800.00	_____ x \$900.00	= _____	1 Access code for 1 device up to 1Mbps shared
Standard Internet (wired only)	_____ x \$1,295.00	_____ x \$1,495.00	= _____	1 Access code for 1 device up to 10Mbps shared
Standard Wireless (wireless only)	_____ x \$1,000.00	_____ x \$1,050.00	= _____	1 Access code for 1 device up to 10Mbps shared
Show Connect (Dedicated Internet Access)				
ShowConnect 3	_____ x \$4,195.00	_____ x \$4,695.00	= _____	All ShowConnect Services include 250 RFC1918 private IP addresses. DHCP is enabled by default. Routers and/or firewalls are permitted. Wi-Fi access available. NO customer provided wireless AP or routers are permitted.
ShowConnect 6	_____ x \$6,495.00	_____ x \$7,095.00	= _____	
ShowConnect 10	_____ x \$10,995.00	_____ x \$11,995.00	= _____	
ShowConnect 15	_____ x \$12,995.00	_____ x \$14,495.00	= _____	
ShowConnect 20	_____ x \$15,995.00	_____ x \$17,995.00	= _____	
Additional Services				
Additional Bandwidth (per Meg)	_____ x \$1,000.00	_____ x \$1,250.00	= _____	* Can be added to ShowConnect only
Additional Access Code	_____ x \$190.00	_____ x \$210.00	= _____	* Can be added to Standard Internet and Standard Wireless only
Additional Location	_____ x \$750.00	_____ x \$850.00	= _____	* Can be added to ShowConnect only
Each additional Ethernet Cable	_____ x \$75.00	_____ x \$100.00	= _____	under 50 feet
Each additional Ethernet Cable	_____ x \$105.00	_____ x \$140.00	= _____	
Ethernet Switch Rental	_____ x \$190.00	_____ x \$240.00	= _____	8, 16, or 24 port unmanaged switch
TOTAL DUE FOR ALL SERVICES			= _____	
Please Note: Customer/exhibitor provided wireless AP/router are not permitted on site. All 802.11 wireless/RF will be provided by Moscone Facility Services. Please email customer service, internet@moscone.com , with any questions and we will be happy to assist you.				

Please specify Internet drop location in booth drawing below or attach floorplan

Aisle No. _____

Front of Booth

Aisle No. _____

MFS USE ONLY
Last 4-digits: _____
Process Date: _____
Amount: _____
Add'l Charge: _____
Extension No: _____

Event Name:		Service Dates:	
Company :		Booth Number:	
Contact On-Site:		Phone:	

	Advanced Rate 10 business days before event	Standard Rate	TOTAL	Includes:
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TELEPHONE SERVICES

Single Line Telephone	_____ x \$250.00	_____ x \$295.00	= _____	* Dial '9' to access outside line
Multi Line Telephone	_____ x \$305.00	_____ x \$355.00	= _____	* Touch-Tone telephone instrument, telephone line and dial tone
Speaker Telephone	_____ x \$305.00	_____ x \$355.00	= _____	
Conference Telephone	_____ x \$500.00	_____ x \$550.00	= _____	* Voice/Fax/Data analog unrestricted telephone service
Deposit for Usage Charge		_____ x \$10.00	= _____	

Additional Services

Restricted Calls		_____ x \$15.00	= _____	* All calls including local and long distance are charged on a per minute basis. This includes telephones used for dial-up service
Call Waiting		_____ x \$15.00	= _____	
Remove Dial '9' Feature		_____ x \$15.00	= _____	
Voicemail		_____ x \$25.00	= _____	

TOTAL DUE FOR ALL SERVICES

= _____

* Unused deposit balances are refundable

Please email customer service, internet@moscone.com, with any questions and we will be happy to assist you.

Please specify phone and/or Internet location in booth-drawing below or attach floorplan

Aisle No. _____

**Front of Booth**

Aisle No. _____

MFS USE ONLY

Last 4-digits: _____

Process Date: _____

Amount: _____

Add'l Charge: _____

Extension No: _____