



**Telecommunications, Internet & Equipment Rental Order Form  
2016 Q2 Calendar Year Edition (April 2016)**



Please complete this Order Form and fax back to 1.877.996.6846  
Questions? Please contact our office at 1.877.722.4108

Event: \_\_\_\_\_ Date(s): \_\_\_\_\_ Booth/Rm# \_\_\_\_\_

Company Name/Address: \_\_\_\_\_

City/State/Zip(Country): \_\_\_\_\_ Fax: \_\_\_\_\_

(On Site) Contact: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

COMMUNICATIONS SERVICES	QTY	ADVANCED (14 DAYS)	STANDARD	TOTAL
<b>Standard Phone Line</b> - Includes a non-refundable \$25 Toll/Long distance Fee. Charges incurred over that amount will be billed separately. Please indicate Use: <input type="checkbox"/> Calls <input type="checkbox"/> Credit Card Machine <input type="checkbox"/> Both		\$200	\$250	
<b>Phone Instruments &amp; System Features</b> <ul style="list-style-type: none"> <li>• Single Line Phone Handset</li> <li>• Polycom Full Duplex Conference Phone</li> </ul>		_____	\$35 \$150	
SHARED HIGH-SPEED INTERNET SERVICES	QTY	ADVANCED (14 DAYS)	STANDARD	TOTAL
<b>Wired Shared High- Speed Internet Connection (Hard Line)</b> (1) Wired 1.5Mbps Burstable, 10 Mbps Shared Internet Connection. <b>**NO SERVERS, ROUTERS, OR STREAMING ALLOWED ON SHARED NETWORK-CALL FOR DETAILS**</b>		\$556	\$716	
<b>Wireless Shared High-Speed Internet Connection</b> (1) Wireless 512 Kbps burstable. 3Mbps Shared Internet Connection <b>**NO SERVERS, ROUTERS, OR STREAMING ALLOWED ON SHARED NETWORK-CALL FOR DETAILS**</b>		\$335	\$400	
<b>Additional Wired -or- Wireless Shared High-Speed Internet Connection</b> Existing Shared Internet Connection orders only! (1) Internet Connection (10) Additional Connections <u>MAX</u>		_____	\$150	
<b>Additional AP / SSID</b> Title and Password (8 Character Minimum)		_____	\$350	
<b>ANY Service Orders received 3 days or less before event start date will be charged a 15% Expedite Fee on Standard Price.</b>				
<b>UNAUTHORIZED WIRELESS DEVICES ARE STRICTLY PROHIBITED ON THE SHOW FLOOR.</b> Customer(s) who attempt to set up their own wireless system can interfere with the Wombo, Inc. Wireless Network. Required settings include: Pass protection via WPA/WPA2 encryption enabled, transmit on Channel 11, and lowest power setting. All Customers showcasing their wireless products must contact support@wombo.com 14 days prior to the show move-in so that we can plan an interoperating network without interference and issue a Network Pass. Misuse of any wireless service may result in service interruption to yourself or other Customers. <b>No service refunds will be given.</b>				
PRIVATE BANDWITH INTERNET SERVICES	QTY	ADVANCED (14 DAYS)	STANDARD	TOTAL
<b>Group Wi-Fi Access Available (Dedicated Internet Connection Required)</b>			<i>Call for Pricing &amp; Quote</i>	
<b>3Mbps Dedicated High-Speed Internet Connection</b> (1) Private Wired 3.0Mbps Synchronous Internet Drop <i>*Suggested for &gt; 50 Connections*</i>		\$2,796	\$3,496	
<b>6Mbps Dedicated High-Speed Internet Connection</b> (1) Private Wired 6.0Mbps Synchronous Internet Drop <i>*Suggested for &gt; 100 Connections*</i>		\$4,720	\$5,900	
<b>10Mbps Dedicated High-Speed Internet Connection</b> (1) Private Wired 10.0Mbps Synchronous Internet Drop <i>*Suggested for &gt; 160 Connections*</i>		\$6,280	\$7,848	
<b>20Mbps up to 200Mbps Dedicated Networks Available</b>			<i>Call for Pricing &amp; Quote</i>	
<b>VLAN Connection</b> (Additional locations/drops for dedicated lines require a VLAN)		-----	\$750	
<b>ANY Service Orders received 3 days or less before event start date will be charged a 15% Expedite Fee on Standard Price.</b>				
RENTAL EQUIPMENT	# OF DAYS	ADVANCED (14 DAYS)	STANDARD	TOTAL
<b>8 Port Switch and Cable Package (Per Day / 2 Day Maximum)</b>		-----	\$125	
<b>16 Port Switch and Cable Package (Per Day / 2 Day Maximum)</b>		-----	\$150	
<b>24 Port Switch and Cable Package (Per Day / 2 Day Maximum)</b>		-----	\$175	
<b>50' of Cat5 Ethernet Cable</b>		-----	\$50	

SPECIAL SERVICES	QTY	ADVANCED (14 DAYS)	**STANDARD	TOTAL
<b>Dry Pair Order &amp; Extension of 3<sup>rd</sup> Party Credit:</b>				
<ul style="list-style-type: none"> <li>Extension of 3<sup>rd</sup> Party Lines from Demark</li> <li>Fiber Runs &amp; Cross Connects</li> </ul>		-----	CALL FOR PRICING	
COMPUTERS-TABLETS	# OF DAYS	ADVANCED (14 DAYS)	**STANDARD	TOTAL
<b>Computer Combination Package</b> <i>(1-computer, 1-20" monitor, 1- keyboard and mouse)</i>		-----	\$185	
<b>Laptop Computer</b> <i>(call for processor and memory specs)</i>		-----	\$125	
<b>Computer Monitors</b>		<i>Call for Discount Pricing &amp; Quote</i>		
<b>Audiovisual Monitors</b>		<i>Please contact Corporate Staging and Events</i>		
<b>Apple iPad 16GB</b>			\$150	
<b>Locking iPad Kiosk</b> <i>(Freestanding kiosk with locking enclosure, does not include iPad)</i>			\$185	
<b>Microsoft Office 2010</b> <i>(Includes Word, Excel, PowerPoint, Access, &amp; Outlook)</i>		<i>Included</i>		
<b>Cybercafé</b> <i>(5 or more Internet devices)</i>		<i>Call for Discount Pricing &amp; Quote</i>		
FAXES-PRINTERS-COPIERS	# OF DAYS	ADVANCED (14 DAYS)	**STANDARD	TOTAL
<b>Stand Alone B/W Laser Printer</b>		-----	\$100	
<b>Network Laser Printer B/W</b>		-----	\$125	
<b>Network Color Laser Printer</b>		-----	\$175	
<b>All-In-One Duplex Laser Printer/Fax/Copy/Scanner B/W</b>		-----	\$150	
<b>Professional Office Copier</b>		<i>Call for Pricing &amp; Quote</i>		
MISCELLANEOUS	# OF DAYS	ADVANCED (14 DAYS)	**STANDARD	TOTAL
<b>Keyboard &amp; Mouse</b>		-----	\$25	
<b>Speakers</b>		-----	\$35	
<b>AC Power Strip</b>		-----	\$15	
<b>10' VGA Cable</b>		-----	\$15	
<b>10' RCA to 1/8" Headphone Jack</b>		-----	\$15	
FEES	QTY			
<b>Labor Rate</b> <i>Wired/Wireless Shared High-Speed Internet, Dedicated High Speed Internet Connection orders and Event/Show orders are all minimum 1 hour labor.</i>		-----	\$125/Hr (1 Hr minimum)	
<b>Expedite Fee</b> <i>All Service Orders received 3 days or less before the event please add 15% to the standard price.</i>	15%	-----	-----	
<p><b>*ADVANCED RATE:</b> ALL ORDERS PLACED 14 DAYS PRIOR TP EVENT MOVE-IN DATE.  <b>**RENTAL SERVICES:</b> PRICING IS PER DAY 2 DAY MAXIMUM CHARGE FOR ALL RENTAL EQUIPMENT.  DISCOUNTS BASED ON QUANTITY &amp; DAYS. CALL TODAY FOR A QUOTE!  <b>CALL TODAY FOR GROUP RATE DISCOUNTING!!!</b></p>			<b>GRAND TOTAL</b>	

\*\*\*\*ALL Service orders received **3 days** or less before the event start date will be charged a 15% Expedite Fee on Standard Price\*\*\*\*

Signature on Terms and Conditions Required.

Please complete this contract and fax back to **1.877.996.6846**.

Should you have any questions about our services please call **1.877.722.4108**

## TERMS AND CONDITIONS

### WIRELESS DECLARATION

1. **UNAUTHORIZED WIRELESS DEVICES ARE STRICTLY PROHIBITED ON THE SHOW FLOOR.** If wireless is necessary for demonstration purposes it must be approved by Wombo Inc., in advance. SSID Broadcast will need to be turned off and pass protection via WEP/WPA encryption enabled.
2. Channel 11 is designated for all outside Internet devices such as Mi-Fi devices and wireless routers. Any device not on channel 11 may experience interference and will not operate properly as a result. To reduce interference from wireless signals, a lower power output of 40 mW (16dBm) is requested.
3. Each device accessing the Mi-Fi or wireless router is required to purchase a network pass.

### TELECOMMUNICATIONS AND INTERNET SERVICES:

4. Wombo Inc. is the exclusive provider and installer of all Telecommunications, High-Speed Internet Access and Networks with in the Sacramento Convention Center Complex. All orders are based on availability and will be accessible **on the day of show.**
5. Wombo, Inc. is not responsible for loss of communication services caused by the LEC (Local Exchange Carrier), Long Distance Carriers or ISP (Internet Service Providers).
6. All ISDN Lines (2B+D) will be provisioned "Intel Blue" unless otherwise specified.
7. Only Wombo personnel are authorized to modify system wiring or cabling.
8. All materials and equipment furnished by Wombo, Inc. remains the property of Wombo, Inc. Replacement charges may be incurred for misuse or loss of equipment.
9. All equipment rented from Wombo, Inc. must be returned at the end of the event to Wombo Representative. Any equipment lost, stolen or damaged will be charged back to customer.

### EQUIPMENT RENTALS:

10. All Rental Orders are based on availability at time of order.
11. Wombo, Inc. reserves the right to choose product brand. You may request a specific brand or product, which may result in a higher charge.
12. Only Wombo personnel are authorized to modify equipment.
13. Please report any equipment malfunction to Wombo, Inc immediately. Credit will not be given if reported after the event.
14. Wombo, Inc is not responsible for software compatibility issues. Customer will be charged a \$75 fee for troubleshooting customer installed software.
15. All materials and equipment furnished by Wombo, Inc. remains the property of Wombo, Inc. Replacement charges will be billed for misuse or loss of equipment.
16. All equipment rented from Wombo, Inc. must be returned at the end of the event to a Wombo Representative. Any equipment lost, stolen or damaged will be charged back to customer.

### ORDERING INFORMATION:

17. Please provide all information requested on the form for speedy processing of your order.
18. An Onsite contact **MUST** be given to receive your items on show site.

19. For In booth cabling, please provide a scaled drawing of your booth indicating line placement.
20. Facility cannot be held liable for services provided by Wombo, Inc.
21. Exhibitor must be present in booth to accept delivery or a repeat delivery charge will apply.
22. Any long distance charges for phone or ISDN services will be billed separately.
23. All prices are subject to change, Wombo Inc. will provide notice of change at time of your order.

### PAYMENT TERMS:

24. Full payment is DUE upon receipt of invoice unless otherwise stated. All past due invoices will be subject to a **1.5% monthly penalty fee** until paid in full.
25. Credit will not be given for service installed and not used.
26. Wombo, Inc. accepts payment in US dollars, Checks drawn on a US Bank, Wire Transfers, or the following credit cards: (VISA, MC, AMEX) Make all checks payable to: **Wombo, Inc.**
27. There will be a \$30.00 service charge for returned checks.
28. There is a expedite fee of \$100 if services are ordered within **3 business days** for event start date.
29. All Wire Transfers must include Bank Transfer Fee of \$45.00
30. When paying by check, credit card information must be provided for incidentals.

### CANCELLATION & REFUNDS:

31. Cancellations must be in writing on company letterhead with-in **72hrs.** of event move-in date in order to receive a refund.
32. A \$150 cancellation fee applies to all processed orders under \$1,500. All processed orders exceeding \$1,500 will be charged a 15% cancellation fee. Additional fees may apply if services have been ordered to the MPOE before any cancellation request has been received and/ or special item orders have been filled.
33. Refunds will be processed within **30 days** of show closing.
34. No credits will be issued after delivery or attempted delivery of rented equipment.

**PAYMENT INFORMATION:** Please note that per Wombo Inc., Terms & Conditions all charges are due in full upon the client receiving an invoice. Services and/ or equipment can only be installed after payment is received.

\*Please mark your method of payment:  Company Check  Purchase Order  Credit Card (See credit card authorization form)

Accounts Receivable Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

E-mail Contact: \_\_\_\_\_ Fax : \_\_\_\_\_

Company: \_\_\_\_\_

Billing Address: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

- Please fax your completed contract to: 1.877.996.6846 - (or) - Scan and Email to: support@wombo.com
- Mailing Check Payment : 8733 Magnolia Ave., Suite100, Santee CA 92071

By signing above you have agreed to the terms and conditions of this contract . Any late charges or additional fees will be billed direct.  
(Federal Tax ID # 77-0485659)



1030 15th Street, Suite 100  
Sacramento, CA 95814  
916.492.9710 main  
1877.722.4108 toll free  
1877.996.6846 fax

**This form authorizes Wombo, Inc. to charge the credit card account listed below**

**Please Complete in PRINT and fax back to: 1877.996.6846**

**Credit Card Information**

Credit Card Type:  VISA  MASTER CARD  AMEX  DISCOVER

Card Number:  FIRST DIGIT  LAST FOUR DIGIT

Expiration Date:

Name on Card:

Credit Card Billing Address (where you receive your credit card statements):

Street:

City, State, Zip Code:

I hereby authorize WOMBO INC. to charge the credit card identified above for invoice #

**AUTHORIZATION:**

I also understand that if there is **ANY** dispute or dissatisfaction regarding the services & rentals, including fees paid by **Wombo Inc.** to others, that said dispute shall be taken up **DIRECTLY** with **Wombo Inc.** I agree that I will **NOT** request a charge back or credit to my credit card in connection with any charge made pursuant to this agreement. I hereby expressly waive my rights to request any charge back against **Wombo Inc.** now, and in the future. In the event I do attempt a charge back to my credit card, then in the event of a lawsuit being filed by **Wombo Inc.** relation there to, the prevailing party shall be entitled to recover all related attorneys' fees and cost

Cardholder Name, Address, and Phone Number

Print Name

Authorized