

Facility Forms





Ontario Convention Center Exhibitor/Vendor/Sub-contractors Rules and Regulations:

- No outside food and beverage or coolers. Absolutely no alcohol or tailgating is allowed.
- No overnight parking in the dock or parking lots unless previously arranged with Parking Department. *Violators will be towed.*
- Minors under the age of 16 are not allowed in the dock area. Driving in the halls or on the ramps is prohibited.
- Dock load in time is limited to 30 Minutes. Please unload and remove your vehicle in the allotted time to ensure a speedy move-in for you and for your fellow exhibitors.
- Do not block exit doors, fire extinguishers or fire hoses. Equipment cannot be moved to impede the Fire Code approved diagram. Permits required for special items. No batteries of any kind are allowed in the Facility.
- All powered items on the show floor must be turned off daily unless 24-hour service was previously ordered.
- Fire approved display vehicles must have a ¼ tank of gas or less, disconnected batteries & locking gas cap. All booth, banner and floor materials must meet State of California Fire Marshal safety requirements.
- Once Dock is Closed, everyone must use the main entrances for access.
- Exhibitors/Vendors must always wear exhibitor credentials.
- OCC is exclusive for telecom, audio/visual, all utilities and food & beverage service. Please contact servicedesk@ontariocc.org with any questions, or visit www.ontariocc.org.

Thank you for your cooperation and have a wonderful event!



ELECTRICAL SERVICE ORDER

ASM GLOBAL - ONTARIO CONVENTION CENTER
 2000 E. Convention Center Way, Ontario, CA 91764
 Tel:(909) 937-3069 | Fax:(909) 937-3850
 Email: servicedesk@ontariocc.org | ontariocc.org

Exhibitor No/Booth: _____
 Notes: _____

Company Name:		Booth No.	Show Name: (Required)	
Exhibitor Name:			Show Dates:	
Billing Address for Credit Card:		City, State:	Zip Code for Credit Card:	
Name on Credit Card:		Company Contact:	Phone:	
Email me credit card link to pay: <input type="checkbox"/> Email: _____				
Payment Type:	VISA	M/C	AMEX	CHECK
Amount:	Check Number:			
Credit Card #:	Expiration Date:	Signature (Required):	Print Name:	

For your convenience, we will use this authorization to charge your credit card for any additional amounts incurred. The Ontario Convention Center accepts payments on a US Bank or a credit card (VISA, M/C, AMEX). **Make your checks payable to ASM Global-Ontario Convention Center/ ATT:Electrical Department.** Please mail your order with the payment to the address listed above or you may scan and email this form with your credit card payment. Installation hardwires are due 72 hours prior to show opening. Cancellations are accepted up to 72 hours prior to move-in. No refunds. **Checks accepted 2 weeks in advance only. Prices are subject to change.**

NOTE: POWER SHUTS DOWN NIGHTLY - BATTERY PACKS NOT ALLOWED

BASIC

120 Volts Outlets *One plug-in is a 500 Watt minimum to a 20 AMP maximum billable based upon draw of power.

WATTS	Standard	QTY.	Total	Configuration	Standard	QTY.	Total
500	\$106.00	<input type="text"/>	= <input type="text"/>	Surge Protector rental	\$41.00	<input type="text"/>	= <input type="text"/>
1000	\$153.00	<input type="text"/>	= <input type="text"/>	Extension Cord rental	\$31.00	<input type="text"/>	= <input type="text"/>
2000	\$177.00	<input type="text"/>	= <input type="text"/>	20A & 30A, 5-pin hubble, twist-lock connector rental (deposit required)		<input type="text"/>	= <input type="text"/>

(One Plug Outlet)

If you exceed the amount of power ordered, there will be a labor charge to re-set breakers. A separate outlet must be ordered for each location. **The discount rate applies only if this form is post-marked 21 Days prior to move-in date. The standard rate applies if this order is received within 21 days of the move-in date otherwise the standard rate will automatically be charged. Booths sharing electrical power is prohibited.**

EXTENSIVE

120 Volt Service | 208/480 Volt Service: *208/ 480/ and 4/0 - Cable Rental will have a labor fee requirement (see page 2)

AMPS	120 Volt.		208 Volt		208 Volt		480 Volt		4/0 - Cable Rental		TOTAL
	Disc. Rate / Standard	QTY.	1 Phase	QTY.	3 Phase	QTY.	3 Phase	QTY.	with camlocks	QTY.	
20	\$175/ \$214		\$232/ \$284		\$315/ \$387		\$555/ \$688		\$350		\$
30			\$289/ \$355		\$403/ \$496		\$776/ \$863		Service Desk will add any and all rental fee's plus any labor charges.		\$
60			\$457/ \$565		\$713/ \$885		\$1,461/ \$1,821			\$	
100			\$684/ \$850		\$1,109/ \$1,380		\$2,021/ \$2,519			\$	
200			\$1,291/ \$1,593		\$2,110/ \$2,632					\$	
300			\$1,874/ \$2,336		\$3,112/ \$3,884					\$	
400			\$2,554/ \$3,187		\$4,216/ \$5,264				\$		

If 24 hour electrical service is required add 25% to electric total (Overnight power will automatically be billed)
 Add 25% for horsepower requirements. See HP to AMPS Conversion Table on back of contract.....
 If hard-wiring is required then labor must be added (contact OCC) _____ hours @ \$_____/hr.....
 Mon. - Fri. (8-5) at \$75.00/hr. and Sat., Sun & holidays at \$150.00/hour (one hour minimum)
 Equipment deposit (required for all equipment on loan at \$150).....

POWER PLACED IN BACK OF BOOTH

Sub Total	\$
Add 25%	\$
Add 25%	\$
Labor Fee	\$
Deposit	\$
GRAND TOTAL	\$

NOTE: CONFIRMATION OF PAYMENT CREATES SERVICE REQUEST!

Payment-in-full is required with your order. Electrical service will not be provided nor this form processed until payment is received. Payments not received 21 days prior to the move-in date will be billed at the standard rate. The discount rate applies to processed orders that are 22 or more days from move-in. Federal Tax I.D. #23-2511871.

For other requirements, contact the OCC-Service Desk at (909) 937-3069 or via E-mail at servicedesk@ontariocc.org

Customer Acceptance of Terms and Conditions

Required Signature		Date
Logged: _____	Processed Date: _____	Processed by: _____

GENERAL TERMS AND CONDITIONS

- Exhibit booths will be audited at the show site and any additional service used will be added to the final bill at the floor price. Cancellations will be accepted until 72 hours prior to move-in.
- Rates include bringing service to the rear of standard booth or to the nearest floorport inside an island booth.
- Straight time labor for an electrician is \$75.00 per hour. There is a one (1) hour minimum charge.



IT SERVICES

ASM GLOBAL - ONTARIO CONVENTION CENTER
 2000 E. Convention Center Way, Ontario, CA 91764
 Tel:(909) 937-3069 | Fax:(909) 937-3850
 Email: servicedesk@ontariocc.org | ontariocc.org

Exhibitor No/Booth: _____
 Notes: _____

Company Name:		Booth/Room #:	Event Name:
Billing Address:			Event Dates:
City, State/Country, Zip:		Phone:	Email:
Contact Name to Bill:		Email me Credit Card link to pay: <input type="checkbox"/>	
Credit Card #:			Print Name:
Credit Card Type (Circle One): VISA M/C AMEX		Exp. Date	Signature

For your convenience we will use this authorization to charge your credit card for any additional amounts incurred. The Ontario Convention Center accepts payments on a US Bank or a credit card (AMEX, VISA and MC). Please **Make your check payable to SMG**. Please mail your order with payment to the address listed above or you may fax this form with your signature and your credit card will be processed for payment. Installations are due 72 hours prior to show opening. Cancellations accepted until 72 hours prior to move-in. **Pre Order-Discount rate applies to orders with payments received 21 days prior to show move-in date. All others are automatically billed at the standard rate. Checks will not be accepted 2 weeks prior to move-in.** Prices are subject to change.

BASIC TELEPHONE SERVICE (Includes 1 Phone 1 Cable)	Pre Order	Standard		Qty	Total
VoIP(Internet Phone) Dial '9'	\$200.00	\$250.00			\$
Analog Phone line/POTS/Credit Card Line	\$120.00	\$150.00			\$
Polycom Phone set - includes cable connection	\$250.00	\$300.00			\$

INTERNET NETWORK SERVICE	Pre Order	Standard		Qty	Total
Events Shared Connection (Sharing building's network) No Router Allowed					
Shared Up to 5 Mbps	Emails and web browsing	\$920.00	\$1,150.00		\$
Shared Up to 10 Mbps	Fast web browsing	\$1,120.00	\$1,400.00		\$
Shared Up to 25 Mbps	Reliable media streaming	\$2,400.00	\$3,000.00		\$

*Shared Network Service includes 1 Ethernet cable connection and 1 Wifi SSID

Events Dedicated Connection (Custom Network for Routers and Servers...etc)					
Dedicated 3 Mbps Wired	1 Public IP address	\$3,196.00	\$3,995.00		\$
Dedicated 10 Mbps Wired	1 Public IP address	\$7,600.00	\$9,500.00		\$
Dedicated 25 Mbps Wired	1 Public IP address	\$15,196.00	\$18,995.00		\$

*Dedicated Network Service includes 1 Ethernet cable connection

*Additional 25% increase on Dedicated Services request on the day of event.

Pre-programmed Individual WiFi - (Per Device & Per Day)	Pre Order	Standard	# of Days	Qty	Total
Basic Up to 512K -1 Mbps Wireless	Emails, internet browsing	\$119.95	\$149.95		\$
Standard Up to 1.5 - 3 Mbps Wireless	Streaming music and video	\$129.95	\$159.95		\$
Premier Up to 5 - 8 Mbps Wireless	Fast large file downloads	\$174.95	\$209.95		\$

Additional Network Services					
Custom Network Services - Per Hour		\$300.00	\$350.00		\$
Additional IP's		\$125.00	\$150.00		\$
Additional Network Drops with hardline connection		\$150.00	\$200.00		\$
Patch Cable - Up to 50ft - Cate5e		\$25.00	\$35.00		\$
Switch Rental - up to 24 ports		\$120.00	\$150.00		\$
Labor / Floor Work - Per Hour & Per Person		\$250.00	\$300.00		\$

*Overtime rate of an additional 25% may apply after business hours 8am to 5pm Monday through Friday.

Grand Total \$

*Additional network services, such as wireless buyouts, bulk bandwidth orders, specific routing instructions, VPN's, labor, and engineering support can be special ordered through the Event Services Department.

Payment in full is required with your order. Payments not received 21 days prior to show will be collected at the standard rate.

Services will not be provided until payment is received. Federal Tax I.D. #23-2511871

Customer Acceptance of Terms and Conditions: _____

Date: _____

Please review our Terms and Conditions to find additional information concerning your orders.

For additional information, please contact the Event Services Department.

Exhibitor No: _____

Floor Plan? Yes _____ No _____

Payment Rec'd.: _____