



**Ancillary Services Order Form – General**

Company Name: \_\_\_\_\_ Exhibit Space #: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

PRINT Name: \_\_\_\_\_

Date: \_\_\_\_\_ Office #: \_\_\_\_\_ Cell #: \_\_\_\_\_

Email Address: \_\_\_\_\_ **FOR CONFIRMATION/RECEIPTS**

**NOTE: To secure advance price, full payment must accompany order no later than ten (10) days prior to first exhibitor move-in date. All other orders will be charged the "At Show" rate. Payment must be made before receipt of service.**

Quantity	Service	Advance Rate	At Show Rate	Total
<b>ELECTRICAL SERVICES</b>				
_____	120V Single Phase: 0-20 Amps	\$100.00	\$150.00	\$ _____
_____	120V Single Phase: 21-30 Amps	\$115.00	\$165.00	\$ _____

Please contact The Park if you have needs beyond 120V service.

<b>PHONE LINE SERVICES (no instrument)</b>				
_____	Phone Line Connection	\$275.00	\$330.00	\$ _____

<b>INTERNET SERVICES</b>				
_____	WiFi (Per Device) 1- 3 Days	\$50.00	\$80.00	\$ _____
_____	WiFi (Per Device) 5 - 10 Days	\$150.00	\$180.00	\$ _____
_____	Dedicated High Speed Internet	\$355.00	\$426.00	\$ _____

<b>PARKING SERVICES</b>				
_____	Reserved Parking Behind Bldg. No more than 12ft per space	\$100.00	\$120.00	\$ _____
_____	Six Acre Lot Trailer Parking	\$60.00	\$70.00	\$ _____
_____	Reserved RV Parking: Behind Liberty Hall Date & Day In Date & Day Out	\$50.00 daily	\$60.00 daily	\$ _____

Do you have pullouts?  Yes  No If yes, please provide dimensions: \_\_\_\_\_

Vehicle Description: \_\_\_\_\_ Vehicle Dimensions: \_\_\_\_\_

<b>OTHER SERVICES</b>				
_____	Water Drop	\$75.00	\$95.00	\$ _____
_____	Drain	\$75.00	\$95.00	\$ _____
_____	Gas	\$50.00	\$70.00	\$ _____

**Total Enclosed for All Services:** \$ \_\_\_\_\_

All Checks and Money Orders can be mailed to 800 Briar Creek Road, Suite 506, Charlotte NC 28205  
 Attention: Administrative Services  
 Make Checks Payable To: The Park Expo & Conference Center

If paying by credit card, email completed order form to [office@theparkexponc.com](mailto:office@theparkexponc.com) or fax to 980.209.0724  
 3.5% Handling Fee on CC Payments  
 We no longer accept American Express Credit Cards

**Credit Card Information:** Card #: \_\_\_\_\_ Exp: \_\_\_\_\_ CVV Code: \_\_\_\_\_ Name on Card: \_\_\_\_\_



## **INTERNET SERVICES**

The Park Expo and Conference Center IT Services (ITS) is the exclusive provider and installer on the Facility property of all Voice, Data, and Network services (wired and wireless) including communication cabling. This includes but is not limited to all cabling fiber optic, twisted pair (Category 5 and 6), coaxial and all other data and telecommunications related cabling to meeting rooms, booths, and other locations on the Facility property.

The network connection(s) provided by ITS may be used only by the Customer and cannot be resold or distributed to other companies or individuals.

Advance Rate applies when a completed order with payment is received no later than 14 days prior to the first day of show move-in. Advance Rate II applies to all orders purchased with Credit Card. At Show Rate applies to all orders One (1) to Thirteen (13) days before show move-in has started or (b) orders received on or before the 14 day Incentive Deadline without payment. Orders placed on site or after show move-in has started will be at Advance Rate plus an additional 20%.

Use of Network Connection: (a) Services provided by ITS are intended to facilitate communications between the Customer's authorized users and the entities reachable through the Internet. Users of ITS services shall use reasonable efforts to promote efficient use of the networks to minimize, and avoid, if possible, unnecessary network traffic and interference with the work of other users of the interconnected networks. (b) Users of ITS services shall not disrupt any of the ITS or other associated networks as a whole or any equipment of system forming part of networks, or any services provided over, or in connection with any of the ITS or other associated networks. ITS services shall not be used to transmit any communication where the meaning of the message, or its transmission, distribution, would violate any applicable law or regulation or would likely be highly offensive to the recipient or recipients thereof.

Wireless Specific: (a) ITS is the exclusive provider of voice, wired and wireless data service(s) for the Facility. Wireless Devices not authorized by ITS are strictly prohibited. If Customer desires to showcase its wireless products, it must contact ITS 21 days in advance of show move-in to register their device. ITS will investigate the potential of ITS engineering a customized cohesive network to operate without interference to other Customers, (applicable charges may apply). (b) The use of any wireless device that interferes with the facility's 2.4/5 GHz wireless data frequency range is prohibited and subject to disconnection at the Customer expense.

Internet Performance Disclaimer: ITS does not guarantee the performance, routing, or throughput; either expressed or implied, of any data circuit (s) connectivity with regards to the internet and/or Internet backbone(s) beyond the Facility.

Only ITS personnel are authorized to modify system wiring or cabling. Material and equipment furnished by ITS for this service order form shall remain the property of ITS.

**CANCELLATION** – There is a minimum of \$150 or 10% Cancellation Fee (whichever is lower). Cancellations must be in writing. Additional cancellation charges will apply for orders that have already incurred labor, material, and/or engineering costs. Credit will not be given for service(s) installed and not used.

Service problems must be reported to the Service Desk. Service problems will not be considered unless filed in writing by Customer prior to close of show.

WiFi passwords will be distributed upon move-in. Please see The Park Service Desk.

## **GENERAL INFORMATION**

- We reserve the right to refuse service.
- We cannot guarantee service prior to Show opening.
- No refund will be issued once service has been connected.
- No ancillary services orders will be taken over the phone
- No new electric and or dedicated service orders will be connected during show hours