

Dear Exhibitor,

Welcome to the Duke Energy Convention Center! We're excited to have you for the upcoming 2023 Cincinnati Auto Expo. Our goal is to provide our clients, exhibitors and guests with an experience that goes above and beyond their expectations. We are fully committed to delivering the highest level of building management and operations in the industry.

The Duke Energy Convention Center is the exclusive utilities and carpet cleaning provider. The following services are available through the DECC: electric, electrical equipment and accessories, utilities, carpet cleaning and porter service.

Additionally, orders can be placed directly with our exclusive and preferred on-site partners:

- Spectra Food Services (exclusive)
  - Catering needs or sampling approval Steven Hennigan, Director of Catering Sales: (513) 419-7254
- Smart City (exclusive)
  - Internet (Wi-Fi) and telecommunications: (513) 419-7202
- Prestige AV & Creative Services (preferred in-house, onsite provider)
  - Booth / Banner hanging and AudioVisual Equipment rentals - [DECC@prestigeav.com](mailto:DECC@prestigeav.com) or (513) 419-7326
    - Exclusive rigging labor provider at the Duke Energy Convention Center

### **How to Order Electric (service and equipment), Utilities and Cleaning Services**

To become more "green" and preserve the environment we no longer use paper order forms. Please [click here](#) to place your order. *Please note:* you will be prompted to provide your booth number, however if you do not have this information, you may still continue.

**Event or Show: 2023 Cincinnati Auto Expo**

**Advance Rate Deadline Date: Wednesday, March 1, 2023**

**Important Note:** The *advance rate deadline date* presents an opportunity to save a considerable amount of money. Orders not received prior to the advance rate deadline date will receive floor pricing.

Please be advised that the DECC does not provide drayage services, nor do we have storage space available on-site. No merchandise/freight will be accepted by DECC personnel. Please see your show management contact or coordinator for further instructions on scheduling shipments to and from the facility.

If you have questions about any of the above services, please refer to our **FAQ tab** on our website under "EXHIBITORS". Please do not hesitate to contact exhibitor services at [DECC-ExhibitorServices@spectrapp.com](mailto:DECC-ExhibitorServices@spectrapp.com) or (513) 419-7317. We look forward to having you at the Duke Energy Convention Center. Have a wonderful event!

Sincerely,

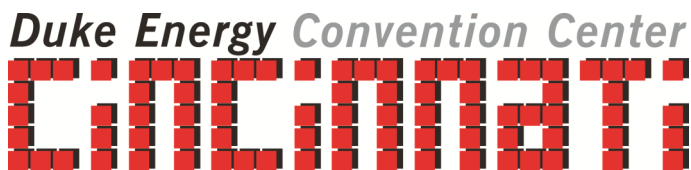
*Melissa Hephner*

*Melissa.hephner@oakviewgroup.com*

**Exhibitor Services Coordinator**

O: 513-419-7317

C: 513-375-7592



**Cincinnati Fire Department**  
**Fire Prevention & Regulations Form**  
-Display of Gasoline or Motorized Vehicles & Equipment-

**ITEMS THAT REQUIRE FIRE SPECIALIST APPROVAL:**

(This form may not be required for individual booths if a significant volume of display vehicles are anticipated.)

*All materials used throughout the exhibition for scenery or decoration shall be treated with an approved flame retardant product. Materials must have a certificate or receipt proving the material has been treated.*

1. To use or store flammable liquids, compressed gasses or hazardous products
2. To display and/or operate any heat production, open flame, candles, lamps, lanterns, torches etc.
3. To operate any electrical, mechanical or chemical device which may be deemed hazardous by the Fire Official
4. Any auto, truck, boat, motorcycle, or other fuel propelled or powered equipment.

☐ Fire specialist must be scheduled by DECC  
Event Manager to approve the stipulations below

**VEHICLE INSPECTION PROTOCOL:**

- ☐ Maximum amount of fuel permitted to remain in tank is 1/4 (gasoline or diesel)
- Natural Gas Fuel Meter Required for gas leak protection
- Gas caps must be locked or sealed
- Batteries must be disconnected after vehicle is moved into display location
- Drip pans or protective covers must be placed under vehicle
- Carpet squares are required to be placed under tires on carpeted areas
- Vehicles must be clean and dry upon arrival
- Fueling or defueling of vehicles shall not take place in the building
- Approval sticker must be affixed on vehicle by the Fire Department

*\*\*Duke Energy Convention Center Event Manager will establish and coordinate inspection dates and times with Fire Division and/or show management. This form may not be required for individual booths if a significant volume of display vehicles are anticipated. Show Management may have scheduled bulk vehicle inspections.*

Application for use or display of:

---

---

List person who will be in charge of display and/or demonstration for your company:

---

---

---

Quantity

Type & Description-Vehicle/Equipment  
(including the type and amount of fuel, chemical,  
etc. and number of units)


Name of Event: \_\_\_\_\_ Date of Event: \_\_\_\_\_ Booth No. \_\_\_\_\_

Company Name: \_\_\_\_\_ Phone No. \_\_\_\_\_

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

Ordered By: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*\*\* Approval is valid for the duration of the show or activity and is contingent on safe operation and display.  
Return Form by email, fax or mail to confirm approval:*

Unless otherwise specified, all power and/or utilities will be installed at a single location:  
At the back of the booth (in-line or end-cap booths), or in the most convenient location for DECC. (island booths).  
Service Location Labor refers to each point where services are placed within your booth. (see order form)

**\*Please show desired service locations using legend below.\***

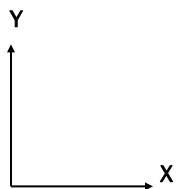
Additional charges will apply if electrical service is needed in specific/multiple location(s) within your booth and/or connection to exhibitor equipment or ran through structures.

*For Additional Information please refer to DECC Terms and Conditions*

Adjacent  
Booth #

Adjacent  
Booth #

Adjacent  
Booth #



Adjacent  
Booth #

Main Drop	120V 5AMP	120V 10AMP	120V 15AMP	120V 20AMP	208V 20AMP	208V 30AMP	Compressed	Water	Special

**\*On-site contact information will be used if our engineers need clarification on service location.**

Event: \_\_\_\_\_ Booth #: \_\_\_\_\_ Booth Size: \_\_\_\_\_ Move-In Date: \_\_\_\_\_

Company Name: \_\_\_\_\_ Email: \_\_\_\_\_

On-Site Contact: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Is your Booth Carpeted?: \_\_\_\_\_ Date of Carpet Install: \_\_\_\_\_

## ELECTRICAL RATE SHEET

**\*\*Requests made at least 21 days in advance of the first contractual/move-in date will receive the advanced rate, otherwise the floor rate will apply. For specifications, special adapters and connections please call Exhibitor Services 513-419-7317.**

### Electrical Services

Type	Advance Rate	Floor Rate
120 volt 5amp	\$70	\$130
120 volt 10amp	\$85	\$145
120 volt 15amp	\$100	\$160
120 volt 20amp	\$115	\$175
120 volt 30amp	\$160	\$250

#### Single Phase

208 volt 20amp	\$200	\$300
208 volt 30amp	\$250	\$350
208 volt 50amp	\$300	\$500
208 volt 60amp	\$400	\$600
208 volt 100amp	\$575	\$700
208 volt 200amp	\$1,100	\$1,600
208 volt 400amp	\$1,500	\$1,900

#### Three Phase

208 volt 20amp	\$250	\$500
208 volt 30amp	\$325	\$575
208 volt 50amp	\$450	\$725
208 volt 60amp	\$600	\$850
208 volt 100amp	\$750	\$1,250
208 volt 200amp	\$1,300	\$1,800
208 volt 400amp	\$1,600	\$2,100

#### Connector

277/480 Volt		
20amp (L22-20)	\$500	\$750
30amp (L22-30)	\$550	\$800

#### No Connector

277/480 Volt		
40 amp	\$600	\$850
60 amp	\$750	\$950
100 amp	\$1,100	\$1,300

<b>Lighting Scene</b>	\$60	\$60
-----------------------	------	------

### Electrical Equipment

Type	Advance Rate	Floor Rate
Extension Cord (15', 25', 50')	\$20	\$35
Power Strip	\$20	\$35
Tri-Tap (3 outlets)	\$10	\$15
Adapters	\$25	\$50
Camlock (adapter) (Pin & Sleeve Connector Pole)	\$50	\$75
Festoon Cable	\$50	\$75
Gaffers Tape	\$40	\$40
Disconnect Switch	\$100	\$150
1 lamp pole light	\$85	\$85
2 lamp pole light	\$90	\$90
3 lamp pole light	\$95	\$95
4 lamp pole light	\$100	\$100

### Labor

Type	Advance Rate	Floor Rate
One Location Only (Complete & Submit Booth Layout Form)	\$75	\$100
More than one Location Within Booth (Complete & Submit Booth Layout Form)	\$50 each	\$75 each
More than 10 Locations Within Booth (Complete & Submit Booth Layout Form)	\$40 each	\$60 each
Technical Labor (M-F 8a-5p)	\$75/HR	\$100/HR
Technical Labor (Nights/Weekends)	\$100/HR	\$150/HR

**\*Service Location Labor refers to the # of locations you will require power within your booth. Labor must be ordered if more than one location of electric is needed.**

#### \*\*Please Note:

- Equipment is subject to applicable Ohio State sales tax (7.85%).
- Rates, equipment and/or services are subject to change prior to Licensee agreement.
- All materials and equipment furnished by the DECC shall remain the property of the DECC and shall be removed only by the DECC at the close of the show.
- Equipment not returned is subject to the rental rate plus the replacement cost.

## Electrical Service

- All equipment regardless of source of power must meet federal, state and local safety codes.  
The DECC reserves the right to refuse connection or to disconnect equipment deemed unsafe.
- Electrical service ordered is (1) connection point (outlet) for each service ordered. If additional outlets are needed, exhibitor may provide or rent a power strip to divide the purchased service, provided the service capacity purchased is not exceeded and safety is not compromised.
- Advance orders (*orders received 21 days in advance of move-in*) will receive priority service, however this **does not guarantee that the service(s) will be installed prior to exhibitor move-in.**
- Services ordered during exhibitor move-in may not be installed/completed before the show opens.  
Orders will be processed and installations completed on a first-come, first-served basis.
- Service will be available once installed and remain on during show hours. Special arrangements for early connect and/or late disconnect must be made in advance. **\*24 Hour Service available upon request**
- Unless otherwise specified, all non-vendor booth (Show Management requirements) electric and/or utilities will be installed on a time and materials basis.  
Unless otherwise specified, all vendor booth electric and/or utilities will be installed at a single location (see service location fees below for specific or multiple location requirements)  
In-Line or End-Cap Booth main service will be provided in the utility area behind your booth  
Island Booth main service will be provided in the most convenient location for DECC installation
- Service Location Fees (apply to specific or multiple locations within booth):  
Require a detailed booth layout or scaled drawing identifying
  - The "Main Drop"
  - Two dimensions (from end and side of booth) to each service location
  - The service required at each location
  - Surrounding aisle or booth numbers to determine booth orientation**\*Installation of services will NOT be started until this information is received**  
 Refer to Online Ordering, Exhibitor Services Order Form or Show Management Rate Sheet for prevailing rates  
**\*Note: (Additional charges apply for: Terminating connections on vendor or client supplied equipment; Running utilities through structures; or under carpet installations AFTER carpet has been installed) (Installations for other than inside standard vendor booth locations will be charged at Time and Material rates. Examples are registration areas, lead retrieval areas, meeting rooms, etc.)**
- Requests for special voltage and/or other "special requirements" must be received by DECC 30 days prior to scheduled exhibitor move-in. Requests received within 30 days of show move-in will be filled based upon equipment and labor availability.
- All material and equipment furnished by the DECC shall remain the property of the DECC and shall be removed ONLY by DECC technicians at the close of show.
- Unless otherwise directed, DECC staff are authorized to cut floor coverings to permit installation of services.
- Electrical cords must be "Hard Service" 3 wire grounded type (SO, SPT, SJO, etc.) and free of damage.  
Use of open clip sockets, zip cords, latex or lamp cord wire, "romex", household extension cords or unapproved duplex or triplex attachment plugs in exhibits are prohibited.
- All cords installed under carpet must be type SPT3 flat, 12 gauge or heavier. No round cords are permitted under carpet.
- DECC conducts an installation audit of power supplied. Clients using power or other services not ordered will be required to pay on site to continue service.
- Walls, columns and permanent building utility outlets are not a part of the booth space and are not to be used by exhibitors unless approved by the DECC.
- Obstructions blocking utility floor boxes are subject to relocation as necessary.  
**\*No storage of any kind is permitted in utility space behind pipe and drape.**
- In providing services requested, neither the DECC, nor its officers, employees, agents, contractors nor subcontractors shall be liable to the Customer for any damages, including special, incidental, or consequential damages for loss, damage or expense, directly or indirectly arising from the Customer's use or inability to use the services herein requested, or for commercial loss of any kind (including loss of business or profits) whether or not the DECC has been advised of the possibility of such damage or loss.

**Utilities (Water, Air, Natural Gas) - \*Services only available in limited areas on the 1st Floor Exhibit Halls/Loading Dock**

- Water, Air, and Natural Gas are NOT available on levels 2 or 3 of the Convention Center
- All equipment, regardless of source of power, must meet federal, state and local safety codes.  
The DECC reserves the right to refuse connection or disconnect if equipment is deemed unsafe.
- Where applications require regulation of pressure, flow or moisture content, the exhibitor is responsible for supplying the necessary regulators, traps, separators, conditioners, etc.
- All equipment must be properly tagged or marked with appropriate requirements/tolerances regarding pressure, flow, capacity, rate of fill and/or other factors pertinent to safety.
- All material and equipment furnished by the DECC for this service order shall remain the property of the DECC and shall be removed ONLY by DECC technicians at the close of show.
- Unless approved by Show Management AND our Events Services department, service required to cross an aisle will not be installed.
- In providing services requested, neither the DECC, nor its officers, employees, agents, contractors nor subcontractors shall be liable to the Customer for any damages, including special, incidental, or consequential damages for loss, damage or expense, directly or indirectly arising from the Customer's use or inability to use the services herein requested, or for commercial loss of any kind (including loss of business or profits) whether or not the DECC has been advised of the possibility of such damage or loss.

**Carpet Cleaning**

- Service is based on total square footage of booth space (not carpet size) per day.
- Advance orders (*orders received 21 days in advance of move-in*) will receive priority service.
- Credit will not be given for services already completed.
- Payment in full must be received prior to service.
- In providing services requested, neither the DECC, nor its officers, employees, agents, contractors nor subcontractors shall be liable to the Customer for any damages, including special, incidental, or consequential damages for loss, damage or expense, directly or indirectly arising from the Customer's use or inability to use the services herein requested, or for commercial loss of any kind (including loss of business or profits) whether or not the DECC has been advised of the possibility of such damage or loss.

**Payment**

- Service orders and payment IN FULL must be received (21) days prior to the show move-in date to receive advance rate pricing, otherwise floor rate pricing will apply.
- Payment in full is due at time services are ordered.
- Arrangements for payment of Labor & Services must be made before service is installed.
- Credit will not be given for services installed and not used.
- Claims will not be considered unless filed in writing by the exhibitor prior to the close of show.
- Our Cancellation Policy is as follows:
  - If cancellation occurs before installation and more than 6 days prior to the first scheduled move-in day: 90% refund.
  - If cancellation occurs before installation and less than 6 days prior to the first scheduled move-in day: 75% refund.
  - If cancellation occurs after installation or after the start of the first scheduled move-in day: NO REFUND.
- Prices are based on current wage rates and subject to change without notice.



**\*\*Requests made at least 21 days in advance of the first contractual/move-in date will receive the advanced rate, otherwise the floor rate will apply. For specifications, special adapters and connections please call Exhibitor Services 513-419-7317.**

### Utility Services

<u>Type</u>	<u>Advanced Rate</u>	<u>Floor Rate</u>
Water Connection (1/2" or 3/4")	\$150	\$250
Water Fill Gravity Drain		
1-100 Gallons	\$100	\$150
101-500 Gallons	\$125	\$200
501-1000 Gallons	\$200	\$300
Over 1000 Gallons	\$200 + \$0.15 per Gallon	\$200 + \$0.30 per Gallon
Drain Line (1/2" or 3/4")	\$125	\$200
Water Pump Out (Submersible Pump)	\$75 per Pump	\$100 per Pump
Portable Sink	\$300	\$450
Compressed Air (3/8" Line with 1/4" or 3/8" Coupler)	\$150	\$350
*Only available in Halls A/B/C on Level 1		
*Pressure Regulator or Moisture Control is Not Provided		
Natural Gas	\$225	\$350
*only available in Halls A/B along column line on Level 1		
*Please contact DECC Engineering prior to ordering		

### Vacuuming & Porter Services

<u>Type</u>	<u>Advanced Rate</u>	<u>Floor Rate</u>
Booth Carpet Cleaning (Sq. Ft. = Width x Depth of Booth)	\$0.25 per Sq. Ft./Day	\$0.35 per Sq. Ft./Day
Aisle Carpet Cleaning (Linear Ft. = Carpet Length)	\$0.07 per Linear Ft./Day	\$0.07 per Linear Ft./Day
Porter Service (Trash Removal, Wipe Down, Pan & Broom)	\$25 per Day	\$35 per Day

**\*\*Information about Services:**

- If 24 Hour Service is needed, please contact us for pricing.
- Carpet Cleaning charges are based on the gross square footage of the exhibit booth space.
- Rates, equipment and/or services are subject to change prior to Licensee agreement.
- All materials and equipment furnished by the DECC shall remain the property of the DECC and shall be removed only by the DECC at the close of the show.
- Equipment not returned is subject to the rental rate plus the replacement cost.

## EQUIPMENT RENTAL & LABOR RATE SHEET

### General Labor Rate Unit

*Requests must be made 21 days in advance to receive advanced rate. 4 HOUR MINIMUM APPLIES TO ALL LABOR*

General Labor (Advanced Rate)	\$30	Hour/Person
(Floor Rate)	\$40	Hour/Person
(Holiday Rate)	\$45	Hour/Person

### Electrical and Utilities

Please refer to the Electrical Rate Sheet or Utilities and Cleaning Rate Sheet for services available and prevailing rates. Please contact the Exhibitor Services Manager for further inquiries.  
Melissa Hephner 513-419-7317  
Melissa.Hephner@oakviewgroup.com

### Safe & Locksmith Rate

*Contact Event Manager for safe locations available*  
Stationary Safe Rental Complimentary  
Locksmith Combination Change \$450 in & out  
**Must be ordered 21 days in advance**  
**Client required to be on-site for combination change**

### Cleaning Fees Rate Unit

*Booth Cleaning is Exclusive to DECC. Please note that vacuuming rates are based on gross booth space .*

Excessive Trash Removal Fee	\$30	Hour/Person
Dumpster Haul- 40 Yard	\$500	Each Haul
Booth Carpet Cleaning	\$.25	Sq Ft/Day
Aisle Carpet Cleaning	\$.15	LFT / cleaning
Housekeeping Labor	\$30	Hour/Person

### Spectra Venue Insurance Rate Unit

Certificate of Insurance	\$1	Person
--------------------------	-----	--------

### Air Conditioning & Heating System Rate Unit

*As full-time practitioners of energy conservation we will provide air conditioning and/or heating during show hours only. Additional charges will be assessed for air conditioning or heating requested during non-show hours.*

Exhibit Halls A,B or C	\$150	Hour/Hall
Grand Ballroom A or B	\$100	Hour/Room
Jr. Ballroom A,B, C or D	\$50	Hour/Room
Meeting Rooms	\$75	Hour/Section

### Guest Services Labor Rate Unit

**4 HOUR MINIMUM APPLIES TO ALL LABOR**

Tri-Health Medic (Exclusive Provider)	\$35	Hour
Ambulance Package	\$250	Hour
Guest Services (Coat Check/Usher)	\$30	Hour
Guest Services Agent	\$30	Hour
Guest Services Agent—Holiday	\$45	Hour
Guest Services Supervisor	\$36	Hour
Guest Services Supervisor—Holiday	\$54	Hour

### Fire Department Labor Rate Unit

Code Enforcement Labor	\$75	Hour/Person
<b>Vehicle Inspection: Monday-Friday 7am–5pm</b>		
Code Enforcement Labor (Overtime)	\$95	Hour/Person
<b>Vehicle Inspection: Monday-Friday before 7am or after 5pm; Saturday and Sunday - ALL DAY 4 HOUR MINIMUM</b>		
Life Safety Monitor Labor	\$105	Hour/Person
<b>Haze, Pyrotechnics &amp; Fire Watch (vehicles on floor) ALL DAY 4 HOUR MINIMUM</b>		

### Marketing Services

Our In-House Marketing Team is here to help you maximize exposure of your event through our marketing assets, social media and public relations efforts. Digital signage and branding opportunities are available. Please contact our Marketing Manager for a custom quote.  
Michelle Hopewell 513-419-7313  
Michelle.Hopewell@oakviewgroup.com

#### Please Note:

- Ohio State Sales Tax applies to all equipment—Current Sales Tax Rate=7.85%
- Rates, Equipment and/or Services are subject to change to prevailing rates
- Equipment Rentals and Services are subject to inventory dependent upon availability at time of request
- All materials and equipment furnished by DECC shall remain property of the DECC and shall be removed by the DECC only
- Equipment not returned is subject to the daily rental rate plus the replacement cost
- Utility Carts are not available through DECC—Please contact Decorator or Service Provider to make arrangements
- Items not listed in DECC inventory may be obtained through your Event Manager at cost and are subject to a 25% handling fee



# EQUIPMENT RENTAL & LABOR RATE SHEET

*\* Equipment Rentals & Services are subject to inventory dependent upon availability at time of request \**

## Chairs Rate Unit

Black Padded Folding	\$2	Day/Chair
Upright Banquet	\$2	Day/Chair

## Tables Rate Unit

72" Round Banquet	\$15	Day/Table
6'x18" Classroom	\$15	Day/Table
8'x18" Classroom	\$15	Day/Table
6'x30" Standard	\$15	Day/Table
8'x30" Standard	\$15	Day/Table
3'x3' Square Card (limited qty)	\$15	Day/Table
Low/High Boy Cocktail	\$15	Day/Table
Linen	\$7	Day/Linen
Skirt	\$8	Day/Skirt

## Staging/Risers Rate Unit

### Sico Roll N' Performance Tuff-Deck Surface Stage Heights: 32", 36", 40", 44", and 48"

*Please Contact Event Manager for Staging Configurations*

8'x8' Frame Unit/Base	\$50	Each/Day
4'x8' Bridge Decking	\$50	Each/Day
Risers 4'x8'x16" or 24"	\$50	Each/Day
Risers 6'x8'x16" or 24"	\$50	Each/Day
Steps w/Rails	No Charge	
ADA Wheelchair Lift	No Charge	
ADA Wheelchair Ramp	No Charge	

- Event Manager must confirm dimensions available  
 - Includes Safety Rails, Steps & Skirt from available inventory

## Keys Rate Unit

**Key and Secure re-core requests must be made 21 days in advance to receive advanced rate.**

Standard Key (Advanced Rate)	\$1	Key
(Floor Rate)	\$7.50	Key
Secure Re-Core (Advanced Rate)	\$50	Core/Lock
(Floor Rate)	\$75	Core/Lock
Lost Standard Key	\$250	Per Lost Key
Lost Secure Re-Cored Key	\$350	Per Lost Key

## Dance Floor Rate Unit

### Original Sico Portable Dance Floor

4'x4' Square Pieces	\$1	Sq. Ft. / Day
Standard Sizes: 16'x16'	\$256	Day
20'x20'	\$400	Day
24'x24'	\$576	Day
27'x27'	\$729	Day
36'x36'	\$1,296	Day

## Aluminum Bleacher Seating — 20' x 50' Foot mobile

### Rental available through preferred vendor

\* Includes Safety Rails \*\*Limitations to Configurations  
 Each set seats approximately 270-300 TBD Set/Day  
 - Daily rate determined by install/dismantle date & time  
 - Must be ordered 60 days in advance through Event Manager

## Miscellaneous Equipment Rate Unit

Cardboard Recycling Bins	\$10	Each/Day
* Rumpke Delivery Fee	\$50	One-time
Coat Rack with Hangers	\$15	Each/Day
Easel	\$10	Each/Day
Rope & Stanchion	\$10	Each/Day
Three Tiered Signage Frame (empty)	\$20	Each/Day
Turnstile with Ticket Box	\$10	Each/Day

**Must be ordered 21 days in advance**

## Room Changeover/Reset Fees

A room changeover or reset fee will be applied if the initial set-up of the licensed space is changed. A request to add or remove equipment (reset) or change (changeover) from the first room set will incur labor fees and the cost of additional equipment.

Room changeovers from meeting room or general session sets to food & beverage sets are subject to changeover or reset fees.

General labor rate apply. Please contact your Event Manager for a custom quote.



# Internet Service Contract

## Cincinnati Convention Center

Exhibitor Company Name:	Show Name:
Billing Company Name:	Show Dates: / / To / /
Billing Company Address:	Incentive Order Deadline: <b>14 Days Prior to 1<sup>st</sup> Day of Show Move-in</b>
City, State / Country, Zip:	Booth / Room #:
Contact Name:	Phone Number: ( ) -
Contact Email:	Cell Number: ( ) -
On-Site Contact:	On-Site Number: ( ) -

**When your order is processed, you will receive an email with a link to Smart City Networks payment portal.**  
**Payment in full is required prior to the event.**

With execution of this document the Customer hereby authorizes Smart City to provide services as requested herein, is authorized to request such services and acknowledges full and complete understanding of the Terms and Conditions and Attachments.

View complete Terms & Conditions at: [orders.smartcitynetworks.com/tc.aspx?center=099](https://orders.smartcitynetworks.com/tc.aspx?center=099)

<b>Print Authorized Name Accepting Terms and Conditions:</b>	<b>Authorized Signature Accepting Terms and Conditions:</b>
<p><b>Dedicated Wired Internet - Routers Allowed</b>  Connection speeds of 3Mbps and up  Required for:  • Web Casting • HD Streaming • Routers (wired or wireless)  Includes 5 Static Public IP Addresses</p>	<p><b>Broadband Wired Internet - No Wired or Wireless Routers</b>  Connection speeds of 1.5Mbps Burstable to 3Mbps, DHCP  Recommended for:  • Email • Social Media • Surfing the web  Includes 1 Private IP Addresses</p>

**Additional services available — please contact us at (888) 446-6911 or visit our website**

**ORDER ONLINE:** [orders.smartcitynetworks.com/ordering.aspx](https://orders.smartcitynetworks.com/ordering.aspx)

**\*\*\*Incentive rate applies to orders received with payment 14 days prior to 1<sup>st</sup> day of show move-in\*\*\***

1. Internet Services – Routers Prohibited	QTY	Incentive	Base	On-Site	Total
a. Broadband Internet Service – Includes 1 Private IP Address		\$895	\$1,140	\$1,368	
b. Additional Device for Broadband Service, Per Device Up to 4		\$185	\$220	\$255	
<b>If you require 6 or more devices – Please call (888) 446-6911.</b>					
2. Dedicated Internet Services – Routers Supported					
a. Dedicated 3Mbps – Includes 5 Static IP Addresses		\$3,495	\$4,370	\$5,244	
b. Dedicated 6Mbps – Includes 5 Static IP Addresses		\$5,900	\$7,375	\$8,850	
c. Dedicated 10Mbps – Includes 5 Static IP Addresses		\$7,850	\$9,810	\$11,772	
d. Dedicated 15Mbps – Includes 5 Static IP Addresses		\$11,700	\$14,630	\$17,556	
e. Dedicated 20Mbps – Includes 5 Static IP Addresses		\$15,500	\$19,380	\$23,256	
f. Upgrade to 29 Public Static IP Addresses		\$995	\$1,194	\$1,433	
<b>Higher Bandwidth Services Available – Please call (888) 446-6911 for quote.</b>					
3. Internet Equipment & Labor					
a. Switch Rental – up to 24 ports		\$185	\$225	\$270	
b. Patch Cable (up to 100') – Cat5e		\$50	\$62	\$74	
c. Labor / Floor Work – Fee Per Hour		\$125	\$125	\$125	
<b>4. Wireless Customized Hot Spots Available – Please call (888) 446-6911 for quote.</b>					
<b>5. Special Quote – Attachment A or Statement of Work (if applicable)</b>					
<b>6. Distance Fee of \$500 Internet / \$100 Telephone for each line outside the convention venue x (# of lines)</b>					
				<b>SUBTOTAL</b>	
<b>Make Checks Payable to SMART CITY NETWORKS</b> Send Completed Orders with Payment To: 5795 W. Badura Avenue, Suite 110 Las Vegas, NV 89118 (888) 446-6911 FAX (702) 943-6001 <a href="mailto:csr@smartcity.com">csr@smartcity.com</a>				<b>ESTIMATED 10% Tax/FEES</b>	
				<b>GRAND TOTAL</b>	
<b>Effective January 1, 2019 – December 31, 2019</b>		<b>Customer No: 2019 – 019 -</b>			

# Network Security Declaration

Center: **Duke Energy CC (019) - OH**

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

Show: \_\_\_\_\_

Booth / Room #: \_\_\_\_\_

Customer / Ref #: **2019 - 019 -**

The Network Security Policy implemented for this Facility requires Customer(s) adherence to several necessary precautions in order for Smart City to maintain a healthy, viable network for all Customers. This declaration of compliance with the security requirements as noted herein is an acknowledgement of Smart City's filtering policies and must be completed, signed by an authorized Customer representative and mailed or faxed to Smart City prior to the requested network service(s) being activated for Customer's usage.

## Network Security Policy:

Smart City requires that all devices directly or indirectly accessing Smart City's network(s) have the latest virus scan software, Windows® security updates, system patches, and any other technological precautions necessary to protect the Customer(s) and others from viruses, malicious programs, and other disruptive applications. Any device(s) which adversely impacts Smart City's network(s) may cause service interruptions to Customer(s) which can lead to disconnection of the Customer's equipment from the network(s), with or without prior notice at Smart City's sole discretion. The device(s) in question will remain disconnected until all issues are adequately resolved. All charges will apply and no refunds will be given. Additional charges may apply for trouble diagnosis and / or problem resolution.

Smart City has implemented filtering policies on all Internet routers. These filters block all inbound Internet Control Message Protocol (ICMP) -- Ping, Traceroute, etc. -- destined to any Smart City Network(s). Smart City understands that Ping and Traceroute are valuable troubleshooting tools; therefore Smart City's Policy does allow ICMP (Ping & Traceroute) packets sourced from any Smart City network(s).

Further, Smart City has implemented filters on the following TCP and UDP port numbers: UDP – 137, 138, 402, 1434 and TCP – 135, 139, 402, 445, 4444.

Customers requiring inbound or outbound access to any of the filtered ports, should contact a Smart City customer service representative in advance of the event with details of the specific requirements so that Smart City may consider the potential of a customized alternative.

Each Customer's business is important to Smart City and with advanced and timely notification of a Customer's needs we are confident that we can provide network services that perform as expected for all clients.

**Please inform all show site personnel about the importance of Smart City's Network Security compliance issues**

**Services are activated after Smart City is in receipt of this signed declaration of compliance with our network security requirements**

Device(s) Operating System: \_\_\_\_\_

Total # of Devices  
Connecting to Smart  
City's Network: \_\_\_\_\_

Type of Anti-Virus Software Installed: \_\_\_\_\_

Norton

McAfee

Other: \_\_\_\_\_

Virus Scan Last Updated - Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Security Updates Last Performed - Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Are You Renting Computers? **Yes** **No**

Rental Company Name: \_\_\_\_\_

Rental Company Contact: \_\_\_\_\_

Contact Number: \_\_\_\_\_

With execution of this document the Customer hereby attests that Customer provided equipment, which will be connected to Smart City's network(s) at the above noted Facility and Show / Event has been properly protected, contains anti-virus software, and the latest patches and security updates have been installed. Customer(s) also accepts the responsibility for the performance of Customer's equipment and understands the conditions placed on service delivery by this document as well as the potential that additional charges may be incurred should Customer's equipment be found to adversely impact Smart City's network(s) performance. The Customer acknowledges that this Network Security Declaration is part of the Customer Contract allowing Smart City to provide requested service(s) and is subject to change without notice.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Printed Name \_\_\_\_\_

Title \_\_\_\_\_

# Wireless Performance Agreement

Center: Duke Energy CC (019) - OH

Show: \_\_\_\_\_

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

Booth / Room #: \_\_\_\_\_

Customer / Ref #: 2019 - 019 -

## Overview

Smart City is the exclusive provider for wired and wireless services for the Facility and has in operation a comprehensive wireless 802.11 network. The actual maximum bandwidth available depends on how many users are accessing the network simultaneously at any given time dependent upon the type of service purchased. Router, Streaming Applications, VoIP, DHCP, NAT or Proxy Servers are not allowed with this connection. Smart City can engineer custom dedicated network(s) to achieve your company objectives. Please contact us at (888) 614-2637 to discuss your network design.

## Custom Wireless Networks

If you require wireless 5 GHz access for application demonstrations, Smart City is able to build a custom 5 GHz wireless network in your booth. Please call Smart City at (888) 614-2637 for a custom wireless quote.

## Internal Networks

Smart City is the exclusive provider of all voice, wired and wireless data services. Wireless Devices not authorized by Smart City are strictly prohibited. Smart City requires all Customers showcasing their wireless products to contact Smart City 21 days prior to the show move-in so that we may engineer a cohesive network operating without interference (all approvals will incur a Wireless Engineering Management Fee). Please provide Smart City with the make and model of your wireless router for network approval (wireless access points without adjustable power outputs cannot be authorized under any circumstances). Wireless devices need to be programmed on-site following Smart City guidelines.

## Customer Acceptance

Wireless service is inherently vulnerable to interference from other devices that transmit similar radio frequency signals or that operate within the same frequency spectrum. Smart City does **NOT** recommend wireless service for mission critical services such as presentations or product demonstrations that can accept a wired connection. Per our Terms and Conditions listed on Smart City's Customer Contract, misuse of any wireless service may result in service interruption to yourself or other Customers and can lead to disconnection of the Customer's equipment. **No service refunds will be given.**

**ALL WIRELESS ACCESS POINTS NOT AUTHORIZED BY SMART CITY ARE PROHIBITED.**

I hereby attest that I understand the limitations and vulnerabilities of the wireless service provided by Smart City. I also understand that if I use this service for any reason including, but not limited to, demonstrating, showcasing or presenting my product(s), Smart City will not be responsible for possible interference that I may experience. Upon receipt of the completed Smart City Contract, Smart City Services will be activated / available for your use.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Email: \_\_\_\_\_

Contact Phone #: \_\_\_\_\_



5795 W. Badura Ave, Suite 110 • Las Vegas • Nevada 89118 • (888) 446-6911 • (702) 943-6087 • Fax (702) 943-6001



# Floor Plan – Communications Cable

Center: Duke Energy CC (019) - OH  
Show: \_\_\_\_\_

Company Name: \_\_\_\_\_  
Booth / Room #: \_\_\_\_\_  
Customer / Ref #: 2019 - 019 -

**Voice and Data communications cabling.** Smart City is the **exclusive installer** of Voice and Data communications cabling. Smart City provides cabling to booths, within booths (under carpet and flooring) and from booth-to-booth. Fiber Optic, twisted pair (Category 3, 5 and 6), and all other data and telecommunication cable fall under Smart City's area of expertise.

**IMPORTANT!!** Prior to installation of service, a complete floor plan is required. Please utilize this grid should you not have your own floor plan to send us. You may use a different floor plan for each service group (Telephone, Internet, etc.) or combine all services on one floor plan. For a floor plan to be considered complete it **must** include all the information listed below (Main Distribution Location "MDL", designated location of items within the booth, surrounding booths, scale-length and width).

Adjacent Booth or Aisle# \_\_\_\_\_


Adjacent Booth or Aisle# \_\_\_\_\_

Adjacent Booth or Aisle#

Adjacent Booth or Aisle#

**X** = Main Distribution Location (**MDL**) – The originating line(s) for service, whether from overhead, a floor pocket or a column, will be delivered to a "**MDL**" before being distributed within your booth. Example: Storage area, back of booth, etc. (unless specified, the default for the "**MDL**" will be the back of the booth or at Smart City's discretion, the most convenient location). All distribution of services to their final destination within the booth will originate from the "**MDL**". A per line move fee will apply to relocate services within your booth after they have been engineered and / or installed.

**I** = Location of Telephones, Fax lines or other telecommunications equipment "**T**".

**I / H / PC / C** = Location of primary Internet Service "**I**", Hubs "**H**", Patch Cables "**PC**" and / or Computers "**C**". For Smart City to perform your floor work, you will need to indicate the location of each item you want cabled. Make sure to order your floor work, hubs, and patch cables early and in advance of the show moving in.

**Orientation** = The Booth or Aisle #'s surrounding your booth. A minimum of one surrounding Booth or Aisle # is required (two or more would be more helpful) for Smart City to accurately install your services.

**Size** = Booth dimensions (example 10x10) \_\_\_\_\_. **Scale** = 1 Box is equal to \_\_\_\_\_ ft.

# Floor Plan – Communications Cable

Center: Duke Energy CC (019) - OH

Show: ABC EXAMPLE SHOW

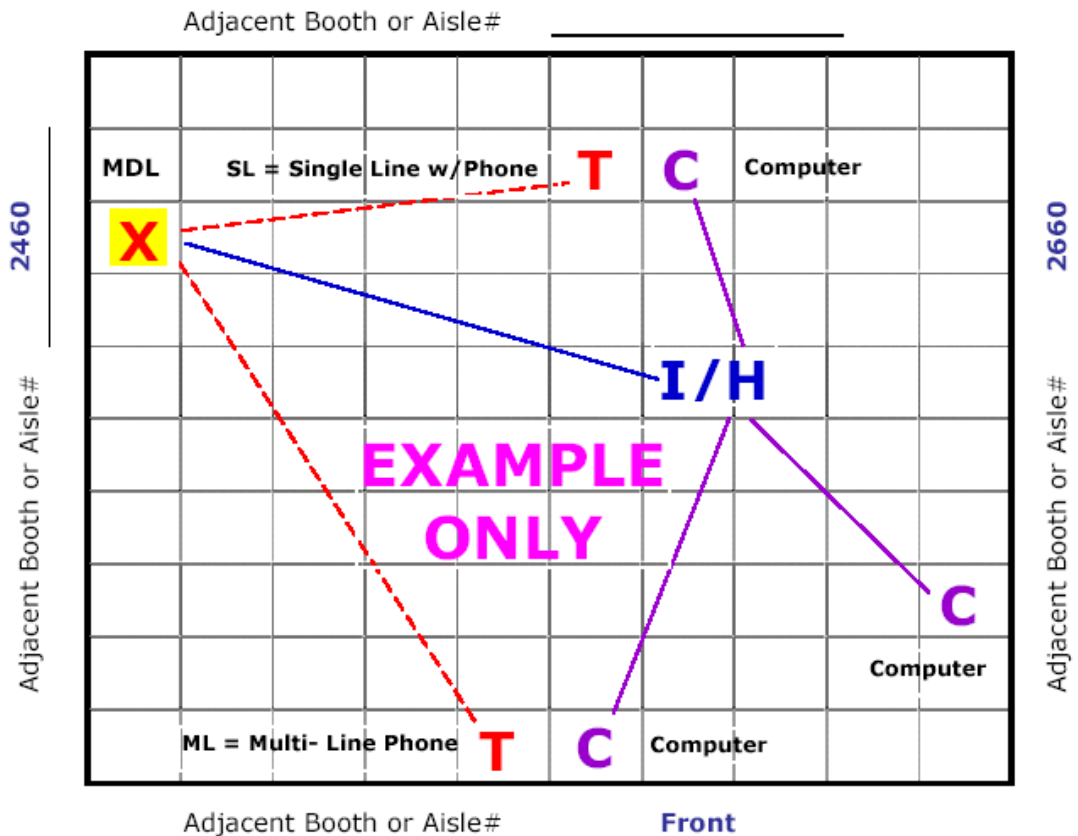
Company Name: ABC EXAMPLE COMPANY

Booth / Room #: 1234

Customer / Ref #: 2019 - 019 - XXX - XXXX

**Voice and Data communications cabling.** Smart City is the **exclusive installer** of Voice and Data communications cabling. Smart City provides cabling to booths, within booths (under carpet and flooring) and from booth-to-booth. Fiber Optic, twisted pair (Category 3, 5 and 6), coaxial and all other data and telecommunication cable fall under Smart City's area of expertise.

**IMPORTANT!!** Prior to installation of service, a complete floor plan is required. Please utilize this grid should you not have your own floor plan to send us. You may use a different floor plan for each service group (Telephone, Internet, etc.) or combine all services on one floor plan. For a floor plan to be considered complete it **must** include all the information listed below (Main Distribution Location "MDL", designated location of items within the booth, surrounding booths, scale-length and width).



**X** = Main Distribution Location (**MDL**) – The originating line(s) for service, whether from overhead, a floor pocket or a column, will be delivered to a “**MDL**” before being distributed within your booth. Example: Storage area, back of booth, etc. (unless specified, the default for the “**MDL**” will be the back of the booth or at Smart City’s discretion, the most convenient location). All distribution of services to their final destination within the booth will originate from the “**MDL**”. A per line move fee will apply to relocate services within your booth after they have been engineered and / or installed.

**T** = Location of Telephones, Fax lines or other telecommunications equipment “**T**”.

**I / H / PC / C** = Location of primary Internet Service “**I**”, Hubs “**H**”, Patch Cables “**PC**” and / or Computers “**C**”. For Smart City to perform your floor work, you will need to indicate the location of each item you want cabled. Make sure to order your floor work, hubs, and patch cables early and in advance of the show moving in.

**Orientation** = The Booth or Aisle #'s surrounding your booth. A minimum of one surrounding Booth or Aisle # is required (two or more would be more helpful) for Smart City to accurately install your services.

**Size** = Booth dimensions (example 10x10) 20 x 20 . **Scale** = 1 Box is equal to 2 ft.