

EXHIBITOR FORM

Please Complete and Email to: info@rbclacelondon.com
 Contact for questions or additional information: Guest Services 519-661-6200

Function:	Date:	Booth No:
Company Name: _____		
Contact Name: _____		
Street Address: _____		
City: _____	Province: _____	Postal Code/Zip: _____
Telephone No: _____		
Email: _____		

INTERNET SERVICES ORDER FORM – T103 **FMS/GSC**

A. HARDWIRED INTERNET	PRE-ORDER	ON-SITE	Qty.	AMOUNT
High-Speed Hardwired Internet Connection <small>System Requirements: 10 base T-Ether Net Card or a Twisted Pair RJ-45 Connector</small> This rate includes a one-time installation in the location of your choice. Changes to the original placement will be subject to a labour charge.	\$160.00 + HST = \$180.80	\$190.00 + HST = \$214.70		\$
Section A Subtotal				\$
B. WIRELESS INTERNET	PRE-ORDER	ON-SITE	Qty.	AMOUNT
High-Speed Dedicated Wi-Fi Access <small>(Standard SSID and Password Provided)</small>	\$175.00 + HST = \$197.75	\$195.00 + HST = \$220.35		\$
Section B Subtotal				\$
C. CUSTOM SERVICE (By quotation, includes custom SSID or password requests)				
Please provide details on the custom internet access needs.				
The RBC Place London Facilities Team will review your needs and will reach out for any additional information or questions.				
Section C Subtotal				\$
To be completed by RBC Place London...	Total (Section A + B + C) Including HST (13%) (#R136385242)			\$

IMPORTANT - Once this form has been reviewed and approved a [direct payment link will be sent to the email listed above](#). An electronic receipt will automatically be generated once payment has been processed via the link provided.

****SEE CONDITIONS & REGULATIONS ON REVERSE SIDE OF THIS ORDER FORM****



EXHIBITOR FORM INTERNET SERVICES – T103

CONDITIONS & REGULATIONS

1. All materials and equipment supplied remain the property of RBC Place London (RBCPL) and are not to be removed.
2. RBCPL Facility Maintenance Technicians (FMS) are the only technicians authorized to alter floor coverings.
3. Credit will not be provided for connections installed and not used.
4. It is the exhibitor's responsibility to ensure the safe return of rented equipment to RBCPL FMS Services.

DO NOT LEAVE EQUIPMENT UNATTENDED IN THE BOOTH

5. Disputes concerning service must be filed by the exhibitor with RBCPL FMS Service prior to the close of the show.
6. Payment Terms:
 - a. Advanced "Pre-Order" rates apply to orders received up to **3 business days prior** to the "move-in time" or the show. Orders received after this time shall be considered as "On-Site orders" and shall be subject to the "On-Site" rate noted.
 - b. Payment must be received for all pre-ordered services. Exhibitors with outstanding balances from prior shows must satisfy payment required or services will not be provided. Current show balances and/or charges incurred due to on-site requests must be paid in full prior to the service being supplied. No exceptions.
 - c. Visa, Debit and all major cards are accepted. No cash transactions.
 - d. Refunds for overpayment will be processed by RBCPL within thirty (30) business days after the show closing date.

My signature below affirms that I have read and understand the conditions and regulations listed on the RBC Place London Internet Services - T103 and I agree to comply with the responsibilities and requirements outlined.

Name (Printed): _____ **Date:** _____

Signature: _____