



Event Contract # \_\_\_\_\_  
(office use only)

Mail to :

SMG managed Albuquerque Convention Center  
Attention: Electrical/Finance Department  
401 2nd Street NW  
Albuquerque, NM 87102  
[EOrders@albuquerquecc.com](mailto:EOrders@albuquerquecc.com)  
Phone: (505) 573-0758 Fax: (866)434-5427

Service/Equipment				
Quantity	Description	5 day Advance Rate	Floor Rate	Amount
	Internet Express* - Wired (10 mbps)	\$ 200.00	\$ 300.00	
	Internet Basic* - Wired (100 mbps)	\$ 350.00	\$ 450.00	
	Internet Premium* - Wired (100 mbps)	\$ 800.00	\$ 900.00	
	Computer Configuration Per Half hour	\$ 50.00	\$ 75.00	
	Drop Moving Fee	\$ 50.00	\$ 50.00	
	Internet Hub with 4 ports **	\$ 50.00	\$ 100.00	
	Wireless Hub with security **	\$ 50.00	\$ 100.00	
	Static IP Address	\$ 100.00	\$ 150.00	
	Telephone Lines - Analog	\$ 100.00	\$ 200.00	
	Telephone Handset	\$ 20.00	\$ 30.00	
	Cable - Cat5 w/ RJ45 connectors	\$1/foot (custom orders only)		

Please Type or Print Legibly	
Date of Order:	
Name of Event :	
Date of Event:	
Booth #:	
Exhibit Name:	
Contact Name:	
Phone Number:	
E-mail:	

**Special Instructions**

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**Installation note:** The Albuquerque Convention Center does not guarantee specific installation times. All services are installed based on the limitations of the facility and the predetermined show schedule. SMG and/or the Convention Center guarantees that all preordered services will be installed on the day designated for exhibitor move-in. If your booth requires cable to be laid beneath carpet, please contact Albuquerque Convention Center at (505)768-3863 to provide installation schedule and layouts.

\*Internet access with one cat 5 10base T/RJ45 Connection and One dynamic (DHCP) IP address. Wired service requires an Ethernet network card. Wireless services requires an wireless network card.

\*\*Hubs require Internet Access  
Large network configuration and pricing available, Contact Albuquerque Convention Center at (505) 573.0758.

Internet is a shared environment and actual speed will vary.

Refunds/Claims will not be considered unless filed by exhibitor three (3) days prior to start of show.

<b>Total</b>	\$	-
<b>Tax 7.5%</b>	\$	-
<b>Total Due</b>	\$	-

**PAYMENT IN FULL MUST BE RENDERED BEFORE SERVICE IS CONNECTED**

**Form of Payment:**

( ) Enclosed is my check or money order made payable to: SMG - Albuquerque Convention Center

( ) American Exp ( ) Visa ( ) Master Card CC# \_\_\_\_\_ Do Not List CC # - Please Call \_\_\_\_\_ CVV# \_\_\_\_\_

Name on Card: \_\_\_\_\_ Exp.Date \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ ST \_\_\_\_\_ Zip \_\_\_\_\_

I authorize SMG – Albuquerque Convention Center to charge my credit card for services listed.

Authorize Signature \_\_\_\_\_