



2018 (rv 10/18)

Event Contract # _____
(office use only)

Internet Order Form

Mail to : SMG managed Albuquerque Convention Center
 Attention: Finance Division
 401 2nd Street NW
 Albuquerque, NM 87102
 Phone: (505) 507-7444 Fax: (866) 434-5427



Quantity	Description	5 day Advance Rate	Floor Rate	Amount
Internet Access (comes with one Cat 5/6 RJ45 connection)				
	Internet Limited * - 10 mbps, shared	\$ 200.00	\$ 250.00	
	Internet Basic * - 100 mbps, shared	\$ 350.00	\$ 400.00	
	Internet Premium ** - 100 mbps, dedicated	\$ 500.00	\$ 550.00	
Add Ons				
	Network Hub with 4 Ports	\$ 50.00	\$ 100.00	
	Wireless Access Point *** (secure)	\$ 50.00	\$ 100.00	
	Static IP Address	\$ 100.00	\$ 150.00	
	VoIP Handset with phone number	\$ 50.00	\$ 100.00	
	Network Cable w/RJ45 (per foot)	\$ 1.00	\$ 1.50	
	Extension Cords	\$ 18.00	\$ 18.00	
	Power strip	\$ 18.00	\$ 18.00	
Services				
	Computer/Network Configuration - Per Half Hour	\$ 50.00	\$ 75.00	
	Move Internet Connection Location		\$ 50.00	
	Move Wireless Access Point		\$ 50.00	
		Total		
		Tax 7.875%		
		Total Due		

Please Type or Print Legibly

Date of Order: _____

Name of Event: _____

Date of Event: _____

Room/Booth #: _____

Exhibit Name: _____

Contact Name: _____

Phone Number: _____

E-mail: _____

Special Instructions

Comment: _____

Only SMG staff may make connections to the facility's systems.

Refunds/Claims will not be considered unless filed by exhibitor/client prior to start of show/event.

Notes:

* Internet Limited and Basic are shared dynamic environment, managed routers and switches are not allowed.

** Internet Premium is dedicated environment and may be used to create a private network.

*** Number of Wireless Access Points required is based on size of room, number of connections to the access point and type of use per connection.

PAYMENT: (Payment must be made in full before connection)

Pay by Check, please mail check payable to the Albuquerque Convention Center along with this order form to the address above

Pay by Credit Card, please go to http://www.albuquerquecc.com/Internet_and_Telecommunications.aspx or call (505) 507-7444