



IT SERVICES

MAIL OR EMAIL WITH PAYMENT TO:
 El Paso Convention & Performing Arts Center
 1 Civic Center Plaza
 El Paso, Texas 79901
 Phone: (915) 534-0600
 Email: serviceorders@destinationelpaso.com

Cardholder signature authorizes the El Paso Convention & Performing Arts Center to charge any unpaid balance to the credit card shown below. Orders received are on a first-come first-serve basis. We process credit card payments upon receipt. Any incomplete information may delay processing. Please **PRINT CLEARLY** in blue or black ink only.

BILLING INFORMATION

FIRST NAME:		LAST NAME:	
COMPANY:	EVENT NAME:		BOOTH NUMBER:
ADDRESS:	CITY:	STATE:	ZIP CODE:
PHONE NUMBER:		FAX NUMBER:	
EMAIL ADDRESS:			

PAYMENT INFORMATION

At this time we are no longer accepting payment(s) via email or fax. To process your payment, please call our Administration office at 915-534-0600 to arrange for payment over the phone. If you are mailing your payment via check, please include the appropriate 8.25% tax where applicable to prevent any delays in processing. Feel free to contact us via phone or email should you have any question regarding your order.

The Advanced Rate will only be applied to all items ordered prior to the scheduled event move-in date. Any items ordered during the event move-in or after will be subject to the Floor Rate.

INTERNET & TECHNOLOGY SERVICES

QUANTITY	DESCRIPTION	ADVANCED	FLOOR	SUBTOTAL
	WI-FI ACCESS (PER COMPUTER / DEVICE)	\$100.00	\$125.00	
	ETHERNET CONNECTION (PER COMPUTER / DEVICE)	\$150.00	\$180.00	
	BASIC VOIP PHONE (INCLUDES SERVICE)	\$120.00	\$150.00	
	5 PORT UNMANAGED SWITCH RENTAL	\$50.00	\$75.00	
	8 PORT UNMANAGED SWITCH RENTAL	\$225.00	\$500.00	
	24 PORT UNMANAGED SWITCH RENTAL	\$500.00	\$1,000.00	
	ADDITIONAL 25FT PATCH CABLE (CAT5E)	\$15.00	\$20.00	
	LABOR (PER HOUR)	\$75.00	\$75.00	

TAX (8.25%):	
TOTAL AMOUNT DUE:	

PLEASE NOTE:

- **MANAGED ROUTERS AND SWITCHES ARE PROHIBITED. THIS ALSO INCLUDES ANY CONSUMER-BASED WIFI SYSTEMS.**
- Rates listed include 1 (one) IP address, service to booth in the most convenient manner, does not include computer equipment, wireless/NIC card, TCP/IP software or any power to booth.
- Due to the nature of the Internet, the El Paso Convention Center cannot guarantee any level of performance or accessibility beyond our gateway.
- The choice of the Internet Service Provider (ISP) is at the sole discretion of the El Paso Convention Center.
- Special services available upon request (Dedicated bandwidth, additional IP addresses, VOIP, etc.). Call for pricing.
- Material and/or equipment furnished by the El Paso Convention Center for this service order is furnished on a rental basis and remains the property of the El Paso Convention Center and shall be removed ONLY by Convention Center employees.
- Credit will not be given for service(s) installed and not utilized.
- A \$30.00 service charge will be assessed for all returned checks.

The undersigned hereby declares that the billing information listed above is true, accurate and appears in the name as stated and authorization is hereby given to the above named individuals to use these cards for purchases from El Paso Convention & Performing Arts Center. Further, I authorize my credit card company to accept and to charge to my account for purchases initiated by the above named individual(s). This authorization will remain in effect until payment has been processed and received in full for services rendered to the El Paso Convention & Performing Arts Center.

Cardholder's/Authorized Signature: _____

Date: _____