

Utility Services

American Association of Mechanical Engineers November 5-8, 2017

Event # 17005

Tampa Convention Center is pleased to host your event. We want to do everything possible to make your participation a very profitable and rewarding experience. We believe you will appreciate our personal touch to customer service and find our Exhibit Services staff to be very helpful.

The following service order forms are available at the Tampa Convention Center by clicking on [website listed below](#):

Advertising Network

Audio Visual

Catering

Electric (online ordering now available)

Internet (online ordering now available)

Plumbing/Air (online ordering now available)

Security

Telephone

Rigging

In order to receive the **INCENTIVE RATE**, your order with full payment and **required floor plans (all island booths)** must be postmarked by **October 16, 2017** or **standard rates** will be applied. Please submit all order forms for services required to the **TAMPA CONVENTION CENTER**. The **TCC Service Desk** will be located in the **Exhibit Services Center** area during your event to assist with inquiries.

If you need assistance prior to your event, a member of the Exhibit Services staff can be reached at **813-274-7761**.



www.TampaConventionCenter.com
P 813-274-7761 • F 813-274-7859



TAMPA CONVENTION CENTER EXHIBITOR SERVICES



Tampa Convention Center

Exhibit Booth Layout

Event Name: _____ Co. Name: _____ Booth# _____

All electric orders for **Island Booths, 3 Phase electric and orders not terminated at the back of the booth** MUST be accompanied by a scaled drawing-indicating placement of all services ordered.

KEY: **I** = Internet, **E** = Electric, **P** = Plumbing, **A** = Air, **OD** = Overhead drop, **T** = Telephone

- Use bold lines to indicate the outline of your booth.
- Indicate the scale of the grid (i.e. 1 square = 1 foot) or indicate the dimensions of your booth.
- Mark the adjacent booth numbers or aisle numbers.

Back of Booth (Indicate Adjacent Booth or Aisle) _____

Adjacent Booth or Aisle Number _____

Adjacent Booth or Aisle Number _____

Front of Booth (Indicate Adjacent Booth or Aisle) _____

Comments:



Electric Service Order Form

Please use our [Online Form](#)

Unable to accept credit card information via email

EXHIBITOR INFORMATION		Booth #:	Standard:	Island:
Event Name:		In Date:		Out Date:
Company/Organization:		Contact:		
Address:	City:		State:	Zip:
Email:		Phone:		

**Please note all prices include 24 hour power.*

120 Volts	ADVANCE PRICE		STANDARD PRICE		LATE PRICE		AMOUNT
	Cost	Quantity	Cost	Quantity	Cost	Quantity	
0-500 Watts (5 Amps)	\$ 101.00		\$ 151.00		\$ 176.00		
501-1000 Watts (10 Amps)	\$ 127.00		\$ 191.00		\$ 223.00		
1001-2000 Watts (20 Amps)	\$ 153.00		\$ 230.00		\$ 269.00		
2001-3000 Watts (30 Amps)	\$ 234.00		\$ 352.00		\$ 410.00		
4001-5000 Watts (50 Amps)	\$ 288.00		\$ 432.00		\$ 504.00		
120 Volt Power for Island Booth – 1 hour Labor Min. Required			\$ 82.00				
Power other than back of Booth – 1 hour Labor Min. Required			\$ 82.00				

208 Volts Single Phase – 1 hour Labor included in price

20 Amps	\$ 342.00		\$ 473.00		\$ 539.00		
30 Amps	\$ 410.00		\$ 573.00		\$ 655.00		
60 Amps	\$ 517.00		\$ 734.00		\$ 842.00		
100 Amps	\$ 690.00		\$ 993.00		\$1,146.00		

208 Volts Three Phase – 1 hour Labor included in price

20 Amps	\$ 489.00		\$ 693.00		\$ 795.00		
30 Amps	\$ 517.00		\$ 734.00		\$ 842.00		
60 Amps	\$ 690.00		\$ 994.00		\$1,147.00		
100 Amps	\$ 838.00		\$1,215.00		\$1,404.00		

Additional Equipment & Services

3-Wire Ground 25 ft. extension cord		\$ 34.00			
Power Strip		\$ 34.00			
Ceiling Drops (per drop)	\$ 201.00		\$ 301.00		\$ 351.00

A scaled floor plan must accompany orders showing locations of electrical outlets, connections and lighting equipment for all island booths, single/three phase electric orders and orders not located at the back of the booth. Orders will not be processed unless accompanied by required floor plans and full payment.

DO NOT EMAIL CREDIT CARD INFORMATION FOR SECURITY REASONS.

Subtotal		
Tax Exempt	Sales Tax (7%)	
TOTAL		

FORM OF PAYMENT				
Check	Am Ex	Visa	MasterCard	Discover
Account Number:			Exp. Date:	
Name (Please Print):				
Cardholder Signature:				
In addition to advance payment, I authorize charging any additional labor or services rendered to my credit card.				

TCC USE ONLY	
Date Received	
Amount Paid	
Balance Due	
Date Processed	
Processed By	
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****STANDARD PRICES APPLY AFTER DEADLINE. PLEASE REVIEW RATE, PAYMENT AND CANCELLATION POLICIES BEFORE AUTHORIZING. FOR THE ADVANCE PRICE DISCOUNT TO APPLY, ORDER FORMS, FULL PAYMENT AND FLOOR PLANS MUST BE RECEIVED BY THE ADVANCE PRICE DISCOUNT DEADLINE (21 DAYS PRIOR TO THE 1ST CONTRACTED DATE) ESTABLISHED FOR THE RESPECTIVE SHOW. SEE INCENTIVE RATE FLYER IN THE EXHIBITOR MANUAL OR CONTACT TCC EXHIBITOR SERVICES FOR EXACT ADVANCE RATE DISCOUNT DEADLINE. LATE PRICE RATES APPLY DURING MOVE-IN AND SHOW HOURS.**



Electric Services Policy

Material & Labor

1. Outlets will be located at the rear of the booth.
2. Outlet(s) placed in location other than back of booth or island/peninsula booth (20x20 or larger) charged a min of 1-hr labor and requires a scaled floor plan.
3. To determine power requirements, check the UL listing on the back of all equipment.

Rate Policy

1. To receive the Advance Price Discount, order forms, full payment and floor plans must be received by the Advance Price Discount deadline (21 days prior to the 1st contracted date) established for the respective show. STANDARD PRICE rates will apply after the deadline.
2. Late Price rates apply during move-in and show hours.
3. Rates are for the entire show.

Cancellation Policy

1. Notification of cancellation of services MUST be postmarked in writing a MINIMUM of 14 days prior to the first scheduled show date to receive a full refund, less a \$75 administrative fee.
2. No refunds will be given for services installed and not used.
3. The Center will not refund overpayments, except sales tax, in amounts less than \$15.00, unless specifically requested in writing.
4. There will be a \$25 service charge on all returned checks.

Payment Policy

1. 100% payment (in U.S. currency ONLY) must accompany each order - Company, certified, or cashier's check payable to the City of Tampa/Tampa Convention Center. No personal checks, please. Credit Cards accepted: Visa, MasterCard, and AMEX.
2. Electric Service not received by exhibitor must be reported to the Service Desk PRIOR to the opening of the event to receive a refund.
3. In addition to advance payment, I authorize charging any additional labor or services rendered to my credit card.
4. If by any reason of any default on the part of the TCC lessee or exhibitor hereunder, it becomes necessary to engage an attorney, the TCC lessee or exhibitor agrees to pay all costs, expenses and attorney's fees expended or incurred by the City/TCC in connection therewith. The City/TCC will not be responsible for strikes, accidents, fires, acts of God, terrorism or delays beyond its control.

Electrical Regulations for Temporary Wiring of Booths and Exhibits

1. Electricity will be turned on 30 minutes prior to show opening and turned off within 30 minutes after show closes.
2. All motors over 3 horsepower MUST have magnetic starters and disconnecting switch furnished by exhibitor.
3. No exhibitor shall make any electrical installation, nor shall he make any electrical connection of any appliance or equipment to the building electrical system. Wall, column and permanent building utility outlets are not part of booth space and are not to be used by exhibitors, unless specified otherwise. Surge Protectors are recommended for computers and other sensitive equipment.
4. All electrical connections to the building electrical system or extension thereto shall be made by the electrical contractor and/or building electricians.
5. Extensions to the building electrical system shall be made by three-wire flexible cord, Type SO or equal, in lengths so arranged that there will be no more than one coil, 2 feet in diameter, of excess cord. No single lighting circuit shall exceed 2,000 watts at 120 volts. Exhibits requiring larger lighting connection must be wired with its own fuse or circuit breaker panel, capable of receiving 120-208 volt three wire feed.
6. No cord shall be run across any space where subject to traffic, unless the cord is encased in a protective cover, specifically approved for the purpose. It is the exhibitor responsibility to tape down cords or incur labor charges to ensure public safety.
7. The TCC is authorized to cut floor coverings to permit installation of service, unless otherwise directed.
8. Termination of extensions to the building electrical system shall be in assemblies specifically approved for the purpose by the Electrical Inspection Section.
9. All electrical equipment or appliance connected to the building electrical system or extension thereto in booths or displays shall be: (1) listed and labeled by a Nationally Recognized Standard Testing Laboratory, (2) specifically approved by the Electrical Inspection Section, and (3) all equipment must be properly tagged and wired with complete information as to type of current, voltage, phase, cycle, horsepower, etc.
10. No electrical equipment shall be attached to or supported from booth dividers.
11. The sharing of electrical power with other exhibitors is not allowed.
12. Permanently installed wiring on all booths or displays shall be encased in an approved metal raceway. Where flexibility is necessary, such as between booth sections and at connection points to the building electrical system or supply points. Type SO cord or equal, in lengths not to exceed six feet, equipped with approved attachment plugs may utilized. Special built displays must have electrical wiring accessible for inspection and trouble shooting at all times. They must be accessible from side or rear and not solidly built in.
13. All splices and terminations shall be made in an approved metal enclosure.
14. There shall be no exposed live metal parts.
15. All flexible cords shall be three wires, Type SO or equal, unless such cord is a component part of an assembly, which is specifically approved. No two wire extension cords are allowed.
16. All Exposed, non-current carrying metal parts of the electrical installation shall be effectively grounded.
17. No electrical equipment or appliances, which under normal operating conditions attain a surface temperature in excess of 90 degrees C or 194 F, shall be mounted on or supported from any combustible material, unless separated therefrom by a substantial non-combustible material.
18. Lighting fixtures or other appliances or equipment equipped with other than Type SO cord its equal will be accepted, provided the complete assembly, including the cord, is listed and labeled by a National Recognized Standard Testing Laboratory.
19. Use of open clip sockets, latex or lamp cord wire, duplex or triplex attachment plugs in exhibits is prohibited.
20. The exhibitor is responsible for all electrical equipment and is totally responsible for any liability involving the same.
21. Motors over ¾ horsepower must have a switch with overload protection or fuse protection.
22. Before show breaks on the final day, stop your machinery in dismantling position, as power cannot be turned on again. In addition, this will help to avert any possible personal injury.
23. The City/TCC will not be responsible for voltage fluctuations or power failure.

FY18



Plumbing Service Order

[Click here](#) to order services online

Unable to accept credit card information via email

EXHIBITOR INFORMATION		Booth #:	Standard:	Island:
Event Name:		In Date:		Out Date:
Company/Organization:		Contact:		
Address:	City:		State:	Zip:
Email:		Phone:		

***Please note that all prices include 1 hour of labor.**

WATER FILL AND DRAIN - One time only for spas, pools, pumps, aquariums, reservoirs, etc.*	ADVANCE PRICE		STANDARD PRICE		LATE PRICE		AMOUNT
	Cost	Quantity	Cost	Quantity	Cost	Quantity	
0 – 49 gallons	\$ 117.00		\$ 134.00		\$ 143.00		
50 – 99 gallons	\$ 146.00		\$ 179.00		\$ 194.00		
100 – 199 gallons	\$ 175.00		\$ 222.00		\$ 295.00		
200 – 499 gallons	\$ 204.00		\$ 265.00		\$ 322.00		
Each Additional 1000 gallons	\$ 116.00		\$ 132.00		\$ 141.00		
Water Line – Only ½” – 2”	\$ 285.00		\$ 386.00		\$ 437.00		
Drain Line – Only ½” – 2”	\$ 256.00		\$ 343.00		\$ 570.00		
Double Sink	\$ 198.00		\$ 256.00		\$ 285.00		
Hot Water Heater	\$ 314.00		\$ 429.00		\$ 487.00		

***Additional connections are charged on a time and material basis.**

AIR OUTLETS - Installed at rear of booth terminating ½” female pipe thread with shut-off valve. Connections more than 20 ft. require additional air lines.	ADVANCE PRICE		STANDARD PRICE		LATE PRICE		AMOUNT
	Cost	Quantity	Cost	Quantity	Cost	Quantity	
Air Outlet to Booth (with valve)	\$ 348.00		\$ 480.00		\$ 546.00		
Each CFM	\$ 6.00		\$ 9.00		\$ 11.00		

Please Specify:

1. Connection Size Required: 2. Total Connection: 3. PSI Required: 4. Continuous: Intermittent:

**All Booths - A scaled floor plan must accompany orders showing locations of service. Orders will not be processed unless accompanied by required floor plan.
Do not email credit card information for security reasons.**

SUB-TOTAL		
TAX EXEMPT	SALES TAX (7%)	
TOTAL		

FORM OF PAYMENT

<i>Check</i>	<i>Am Ex</i>	<i>Visa</i>	<i>MasterCard</i>	<i>Discover</i>
Account Number:			Exp. Date:	
Name (Please Print):				
Cardholder Signature:				
In addition to advance payment, I authorize charging any additional labor or services rendered to my credit card.				

TCC USE ONLY

Date Received	
Amount Paid	
Balance Due	
Date Processed	
Processed By	
Page	of

****STANDARD PRICES APPLY AFTER DEADLINE. PLEASE REVIEW RATE, PAYMENT AND CANCELLATION POLICIES BEFORE AUTHORIZING. FOR THE ADVANCE PRICE DISCOUNT TO APPLY, ORDER FORMS, FULL PAYMENT AND FLOOR PLANS MUST BE RECEIVED BY THE ADVANCE PRICE DISCOUNT DEADLINE (21 DAYS PRIOR TO THE 1ST CONTRACTED DATE) ESTABLISHED FOR THE RESPECTIVE SHOW. SEE INCENTIVE RATE FLYER IN THE EXHIBITOR MANUAL OR CONTACT TCC EXHIBITOR SERVICES FOR EXACT ADVANCE PRICE DISCOUNT DEADLINE. LATE PRICE RATES APPLY DURING MOVE-IN AND SHOW HOURS.**



Plumbing Service Order Instructions

Rate Policy

1. To receive the Advance Price discount, order forms, full payment and floor plans must be received by the Advance Price Discount deadline (21 days prior to the 1st contracted date) established for the respective show. STANDARD PRICES will apply after the deadline.
2. All booths will require one hour of labor and a scaled floor plan.
3. Orders requiring 24 hour service are charged DOUBLE RATE.
4. Rates are for the entire show.

Cancellation Policy

1. Notification of cancellation of services MUST be postmarked in writing a MINIMUM of 14 days prior to the first scheduled show date to receive a full refund, less a \$75 administrative fee.
2. No refunds will be given for services installed and not used.
3. The Center will not refund overpayments, except sales tax, in amounts less than \$15.00, unless specifically requested in writing.
4. There will be a \$25 service charge on all returned checks.

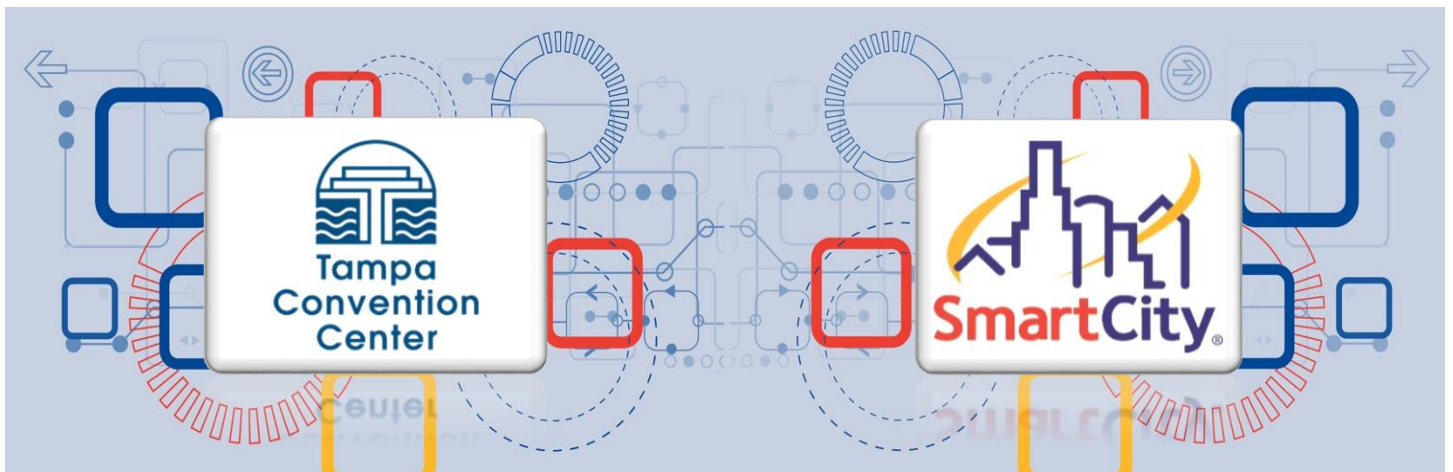
Payment Policy

1. 100% payment (in U.S. currency ONLY) must accompany each order - Company, certified, or cashier's check payable to the City of Tampa/Tampa Convention Center. No personal checks, please. Credit Cards accepted: Visa, MasterCard, and AMEX.
2. Plumbing Service not received by exhibitor must be reported to the Service Desk PRIOR to the opening of the event to receive a refund.
3. In addition to advance payment, I authorize charging any additional labor or services rendered to my credit card.
4. If by any reason of any default on the part of the TCC lessee or exhibitor hereunder, it becomes necessary to engage an attorney, the TCC lessee or exhibitor agrees to pay all costs, expenses and attorney's fees expended or incurred by the City/TCC in connection therewith. The City/TCC will not be responsible for strikes, accidents, fires, acts of God, terrorism or delays beyond its control.

General Information

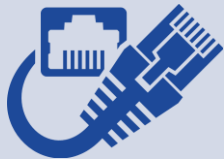
1. At the close of the event, all water and air lines will be shut off.
2. Services are rendered during show hours only. 24-hour plumbing service can be provided if ordered a minimum of 7 days in advance at two times the rate of service ordered.
3. It is necessary that orders be received AT LEAST 14 DAYS PRIOR to opening of show to assure installation in time for opening. Not all booths are located next to a water, drain or airline. Please contact Show Management for a booth assignment next to one of these locations.
4. TCC technicians will NOT be responsible for moisture or water in airline. Exhibitor should supply own filter or other equipment to handle moisture or water. TCC technicians should have 14 DAYS NOTICE, if we are to supply special regulators or filters on a rental basis only. If pressure is critical, exhibitor should arrange to have a pressure regulator valve installed.
5. All plumbing and air service will be located at the rear of the booth. Labor and material required to relocate service will be charged a minimum of one hour at the hourly rate. Additional connections are charged on a time and material basis. Air outlets will be terminated in ½" female pipe thread with shut-off valve. Connections more than 20 ft. require additional air lines.

FY18



Order 14 days prior to the 1st day of the event move-in for incentive rate.

Smart City is the exclusive telecommunications service provider for the Tampa Convention Center.



Hardwired Internet Service

- Shared or Dedicated Bandwidth Services



Wireless Internet Service

- Custom Hot Spot
- On-Site / On-Demand Services



To review and order our services visit <https://orders.smartcitynetworks.com>



Telephone Service

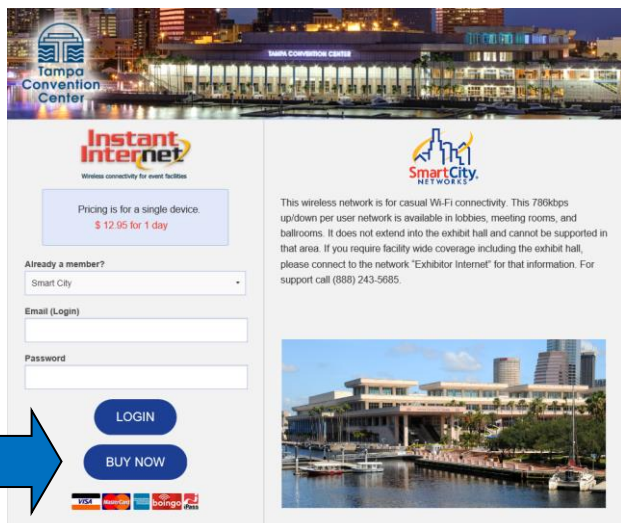
- Single-Line
- Multi-Line
- Conference Telephone Services

Questions? Contact us at (888) 446•6911 or csr@smartcity.com.

Smart City Wireless Services • [Tampa Convention Center](#)

Wi-Fi Quick Access Guide

Wireless services are a self-service option you may purchase at any time on site via Credit Card.



- ❏ Open your browser (*Internet Explorer, Chrome, or other standard browser*).
- ❏ You should see a page resembling the graphic shown above.*
- ❏ If this is your initial purchase, enter your user name (email address) and create a password in the area shown on the left then click BUY NOW. Follow additional prompts to complete your purchase. Refer to service options and limitations shown to the right. →
- ❏ If you have already created an account and are returning for an additional session enter the email address and password you previously created then click LOGIN.
- ❏ *Please note user name and password are case sensitive.*

* If you do not see the above screenshot when you open your browser please refresh your browser. If you still do not see this page you may need to manually select the network name by following your computer's procedure for viewing and selecting a wireless network. The Smart City networks you will look for are "Exhibitor Internet" or "Instant Internet".

Available Wireless Options

Depending on where you are in the facility, you will see one or more of the following network names. Although you may see all networks, *they are only supported in the areas listed*. Choose the option which best suits your location and requirements. All wireless services have private IP addresses and for security reasons cannot see other devices on the wireless network (this includes streaming devices such as Apple TV)

- ❏ **Exhibitor Internet** - Available Facility Wide. Pricing is Per Device. \$79.99 for 24 clock hours. \$159.99 for 3 days or \$239.99 for 5 days. Speed up to 1.54mbps up/down. **(Only broadcasted on 5Ghz band in the exhibit Hall. 2.4 Ghz and 5Ghz everywhere else)**. 5Ghz USB adapters can be purchased through Smart City.
- ❏ **Instant Internet** - Available throughout the lobby and meeting room spaces. Pricing is Per Device. **(This service is NOT available inside the Exhibit Halls)**. \$12.95 per 24 clock hours. Speed up to 768kbps up/down.
- ❏ **Free Internet** - Available at the Sail Pavilion, and the Bay Bistro area of the convention center. Complimentary WiFi speed is 256kbps up/down.



Questions? Please call Smart City at
888-446-6911

**Also Available from Smart City at the Tampa Convention Center:
Wired Internet and Telephone services**



Exhibitor Company Name:	Show Name: ASME IMECE
Billing Company Name:	Show Dates: / / To / /
Billing Company Address:	Incentive Order Deadline: 14 Days Prior to 1st Day of Show Move-in
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

Print Authorized Name Accepting Terms and Conditions:	Authorized Signature Accepting Terms and Conditions:
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Dedicated Wired Internet Routers Allowed Connection speeds of 3Mbps and up Required for: <ul style="list-style-type: none"> • Web Casting • HD Streaming • Routers(wired or wireless) Includes 5 Static Public IP Addresses	Premium High Speed Wired Internet No wired or wireless routers Shared Connection speeds up to 10Mbps Recommended for: <ul style="list-style-type: none"> • Wired Cyber Cafe • Social Media Feeds • Multi Media Downloads Includes 1 Static Private IP Address	Basic Wired Internet No wired or wireless routers Shared Connection speeds up to 1.54Mbps Recommended for: <ul style="list-style-type: none"> • Email • Surfing the Internet Supports 1 device only
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Wireless services are NOT included on this form – please contact us for specific rates

ORDER ONLINE: orders.smartcitynetworks.com/ordering.aspx

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

	QTY	Incentive	Base	On-Site	Total
1. Shared Internet Services – Routers Prohibited					
a. Premium Internet Service		\$1,095	\$1,395	\$1,674	
b. Additional Devices for Premium Service		\$150	\$185	\$222	
c. Upgrade to Public IP Address for Premium Internet Service		\$199	\$299	\$358	
d. Basic Internet Service		\$695	\$895	\$1,074	
2. Dedicated Internet Services – Routers Supported					
a. Dedicated 3Mbps		\$3,495	\$4,370	\$5,244	
b. Dedicated 6Mbps		\$5,900	\$7,375	\$8,850	
c. Dedicated 10Mbps		\$7,850	\$9,810	\$11,772	
d. Upgrade to 29 Public Static IP Addresses		\$995	\$1,194	\$1,433	
Higher Bandwidth Services Available – Please call (888) 446-6911 for quote.					
3. Internet Equipment & Labor					
a. Switch Rental – up to 24 ports		\$185	\$225	\$270	
b. Patch Cable (up to 50') – Cat5e		\$50	\$62	\$74	
c. Labor / Floor Work – Fee Per Hour		\$125	\$125	\$125	
4. Voice Services: PBX Service – Domestic LD Included					
a. Single Line – <input type="checkbox"/> Instrument, <input type="checkbox"/> Non Dial 9, <input type="checkbox"/> Int'l LD		\$275	\$345	\$414	
b. Multi-line Phone w/ 1 main number & 1 rollover line		\$415	\$520	\$624	
c. Speaker Phone Line w/ Polycom Instrument		\$465	\$575	\$690	
5. Special Quote – Attachment A or Statement of Work (if applicable)					
6. Distance Fee of \$500 Internet / \$100 Telephone for each line outside the convention venue x (number of lines)					
For extension of 3rd party data circuits (ISDN, DSL, T-1, DS3, Ethernet) please call for quote.					

Send Completed Orders with Payment and Floor Plan To: SMART CITY NETWORKS 5795 W. Badura Avenue, Suite 110 Las Vegas, NV 89118 (888) 446-6911 FAX (702) 943-6001 csr@smartcity.com	SUBTOTAL	
	ESTIMATED 10% TAX / FEES	
	GRAND TOTAL	

Effective January 1, 2017 – December 31, 2017

Customer No: **2017 - 046 -**

INTERNET - NETWORK / TELEPHONE SERVICE CONTRACT

Network Security Declaration

Center: T a m p a C C - (0 4 6) - F L Company Name: _____
Show: ASME IMECE Booth / Room #: _____
Customer / Ref #: 2017 - 046 -

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, to avoid infection by common Internet worms (Nachi, MSBlaster, LoveSAN, etc.), Smart City has implemented similar 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

Floor Plan – Communications Cable

Center: T a m p a C C - (0 4 6) - F L Company Name: _____
 Show: ASMe IMECE Booth / Room #: _____
 Customer / Ref #: 2017 - 046 -

Voice and Data communications cabling. Smart City is the **official 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).

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.

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) _____ . **Scale** = 1 Box is equal to _____ ft.



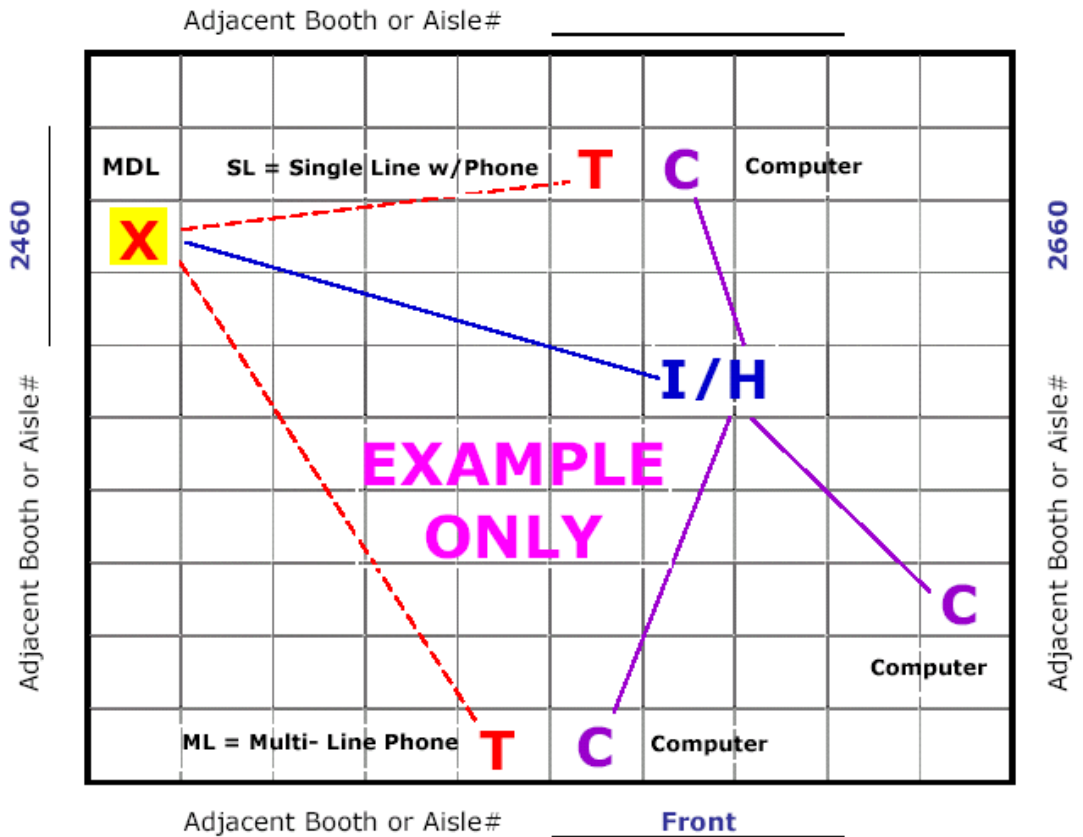
Floor Plan – Communications Cable

Center: T a m p a C C - (0 4 6) - F L
 Show: ABC EXAMPLE SHOW

Company Name: ABC EXAMPLE COMPANY
 Booth / Room #: 1234
 Customer / Ref #: 2017 - 046 - 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) 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).



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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.



Structural Integrity Form

Exhibitor Guide

_____, the buyer (exhibitor), confirms and guarantees that the supplied hanging sign or equipment is structurally sound and properly engineered using hardware that is correctly rated for the loads necessary to hang the sign. If at any time Encore detects that some portion or all of the sign or equipment is not structurally sound, Encore reserves the right to refuse hanging service at the buyer's expense.

The buyer hereby releases, indemnifies and forever holds harmless Encore, the Tampa Convention Center and its subsidiaries, their directors, officers, employees, representatives, agents and contractors from claims of damage, liability, loss, fines or penalties arising from the installation, use or dismantling of the hanging sign, equipment or its structure.

Company _____ Booth # _____

Contact _____ Phone # _____

Contact Email _____

Onsite Contact _____ Phone # _____

Display/Sign Builder _____

Signature _____



Credit Card Form

Exhibitor Guide

Customer Information

Company _____

Contact _____

Address _____

City, State _____

Zip Code _____

Order # _____

Order Amount _____

Phone _____

Email _____

Credit Card Information

Credit Card # _____

Type Visa MC AMEX

Expiration Date _____

CCV (Security) Code _____

Cardholder Name _____

Billing Address _____

Charge Amount _____

Authorization Code _____

I authorize the above named business to charge the credit card indicated in this authorization form. This payment authorization is for the services described in the order number specified above, for the amount indicated above and any additional charges related to the same order number. This authorization is only valid for this order. I certify that I am an authorized user of this credit card and that I will not dispute the payment with my credit card company; so long as the transaction corresponds to the terms indicated in this form.

Cardholder Signature _____ Date _____