

# Telephone Service Contract



**Remit to: NRG Park - Exhibitor Services**

Mailing Address: One NRG Park Houston, TX 77054

Phone: 832-667-1718 (option 4)

Fax: 832-667-3901

Email: [nrgorders@smartcity.com](mailto:nrgorders@smartcity.com)

**Notice of change to SMG-NRG Park credit and debit card practice effective December 1, 2018.**

In our ongoing efforts to safeguard your sensitive information SMG – NRG Park is no longer accepting credit or debit card payment information via email, fax, phone or text. We now require payment be completed by the customer through our secure online third-party payment system, NRG Park Exhibitor Online Ordering at <https://nrgpark.boomerecommerce.com/>. SMG-NRG Park thanks you for your cooperation as we work to ensure you are provided the most secure online ordering experience.

Exhibitor Company Name or EAC 3 <sup>rd</sup> Party Ordering for Exhibitor:	Show Name:
Billing Company Name (Exhibitor or EAC 3 <sup>rd</sup> Party):	Show Dates: / / To / /
Billing Company Address (Exhibitor or EAC 3 <sup>rd</sup> Party):	Incentive Order Deadline: <b>14 Days Prior to 1<sup>st</sup> Day of Show</b>
City, State / Country, Zip:	Booth / Room # (s):
Order Contact Name:	Phone Number: ( ) -
Order Contact Email:	Cell Number: ( ) -
On-Site Contact Name & Email:	On-Site Number: ( ) -

**Important!** Review "Product Overview / Glossary" literature to assure the services you have selected will provide the functionality for any application(s) you will be utilizing. See <https://nrgpark.boomerecommerce.com/> to view the NRG Park Terms & Conditions. Please call if assistance is needed. **Note Cancellation Policy Specifics – Terms & Conditions Item #K – This document, page/thumbnaill 2. Please note that Wireless services are NOT included on this form – please contact us for specific rates.**

Print Authorized Name Accepting Terms and Conditions:	Authorized Signature Accepting Terms and Conditions:
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**Additional services available – Please contact us at (888) 466-6911 or visit our website**

<b>1. Voice Services: PBX Service – Domestic LD Included</b>				
a. Single Line – <input type="checkbox"/> Device, <input type="checkbox"/> Non Dial 9, <input type="checkbox"/> Int'l LD		\$275	\$345	
b. Multi-line Phone w/ 1 main number & 1 rollover line		\$415	\$520	
c. Speaker Phone Line w/ Polycom Instrument		\$465	\$575	
<b>2. Special Quote – Attachment A or Statement of Work (if applicable)</b>				
<b>3. Distance Fee of \$100 for each Telephone line outside the convention venue x (number of lines)</b>				
<b>4. Move-In/On-Site order fee (if ordering service after show move-in begins).</b>				
		<b>(20%) x (Base Price)</b>		
		<b>SUBTOTAL</b>		
		<b>Estimated Sales Tax 8.25%</b>		
		<b>PUC Universal Surcharge 4.3%</b>		
		<b>PUC Gross Receipts 0.1667%</b>		
		<b>GRAND TOTAL</b>		
<b>Incentive rate applies to orders received with payment 14 days prior to 1<sup>st</sup> Day of Show</b>				
<b>Effective January 1, 2019 – December 31, 2019</b>			<b>Customer No: 2019 - 003 -</b>	

# Floor Plan – Communications Cable

Center: NRG Park (003) - TX

Company Name: \_\_\_\_\_

Show: \_\_\_\_\_

Booth / Room #: \_\_\_\_\_

Customer / Ref #: 2019 - 003 -

**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).

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: NRG Park (003) - TX

Company Name: ABC EXAMPLE COMPANY

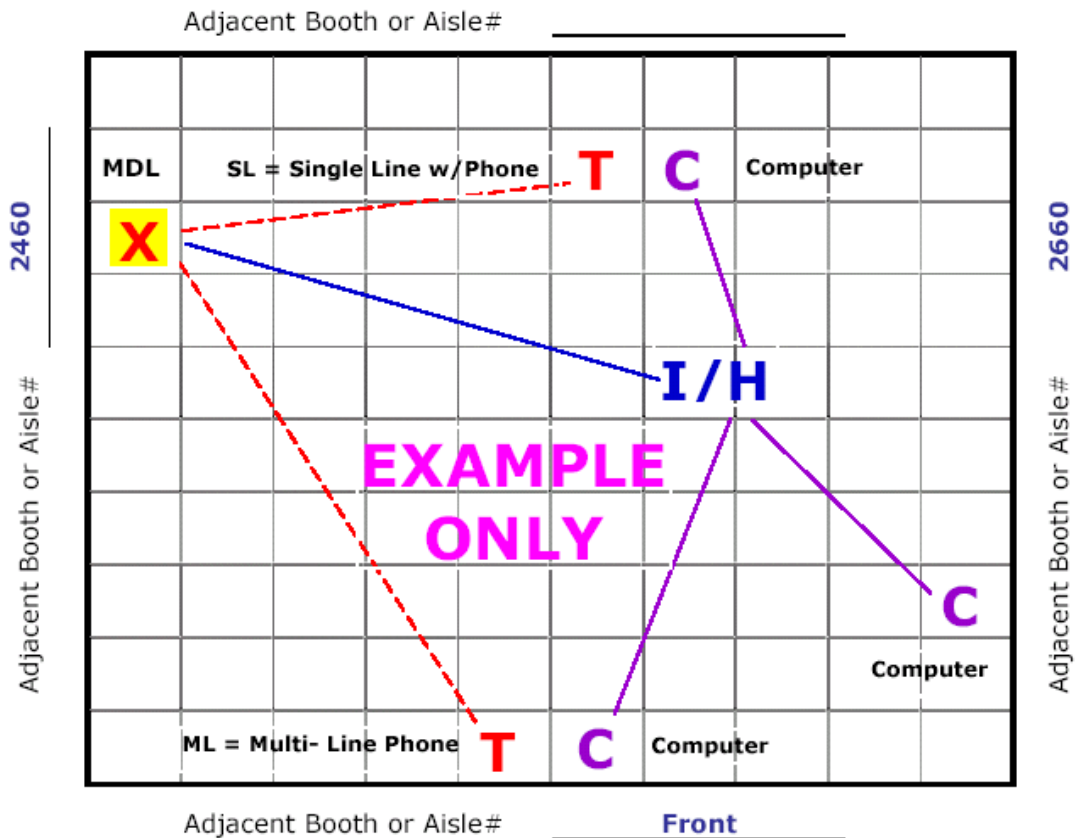
Show: ABC EXAMPLE SHOW

Booth / Room #: 1 2 3 4

Customer / Ref #: 2019 - 003 - XXX - XXXX

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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 20 ft.