

2011-2012 Meeting Room Pre-Order Technology Form



Event Name: _____	Account Number / Booking ID #: _____	
Program Dates: _____	Room Name: _____	
Contact Name: _____	Convention Services Manager: _____	
Contact Phone: _____	Installation Date: _____	Time: _____
Contact Email: _____	Removal Date: _____	Time: _____

To receive pre-order pricing, your order must be received a minimum of ten business days prior to event start.

Wireless Internet-- Shared Connection: No guaranteed bandwidth on a shared connection with other meeting rooms using private IP addresses. Price is per room. <small>*Static IP addresses and public IP addressees are not available.</small>	Pre-Order First Day	Pre-Order Addt'l Days	Base First Day	Base Addt'l Days
1 - 3 Wireless Connections within the same room	\$425	___ x \$200	\$575	___ x \$250
4 - 6 Wireless Connections within the same room	\$525	___ x \$250	\$675	___ x \$300
7 -10 Wireless Connections within the same room	\$725	___ x \$350	\$875	___ x \$400
11 - 15 Wireless Connections within the same room	\$825	___ x \$400	\$975	___ x \$450
16 - 20 Wireless Connections within the same room	\$925	___ x \$450	\$1,075	___ x \$500
21 - 25 Wireless Connections within the same room	\$1,025	___ x \$500	\$1,175	___ x \$550
* For more than 20 wireless users in a room; dedicated bandwidth is recommended – see pricing below.				

Wired Internet -- Dedicated Bandwidth: Price is per meeting room using private IP addresses. <small>*Static IP addresses and public IP addressees are not available.</small>	Pre-Order First Day	Pre-Order Addt'l Days	Base First Day	Base Addt'l Days
512Kbps -- Single Dedicated Connection	\$425	___ x \$175	\$525	___ x \$250
768Kbps -- Single Dedicated Connection	\$600	___ x \$350	\$700	___ x \$425
1Mbps -- Single Dedicated Connection	\$800	___ x \$550	\$900	___ x \$650
1.54 Mbps -- Single Dedicated Connection	\$1,450	___ x \$1,200	\$1,550	___ x \$1,350
3 Mbps -- Single Dedicated Connection	\$2,650	___ x \$2,400	\$2,750	___ x \$2,550
6 Mbps -- Single Dedicated Connection	\$3,850	___ x \$3,600	\$3,950	___ x \$3,850
	Qty	Price		Total
For any additional connections within the same room		\$50		
Cisco Wireless Access Point – Rental each		\$250		

Dedicated Bandwidth Sharing Between Rooms: You will need a VLAN to create and customize your own network. This must be pre-ordered only.	Qty	Pre-Order Price	Total
VLAN Private IP's \$1,200 / VLAN Public IP's \$2,000		\$1,200 / \$2,000	
Cat 6 Ethernet Jack per room on VLAN		\$250	
For any additional connections within the same room		\$50	
Cisco Wireless Access Point – Rental each		\$250	
Static IP Address (Private)- \$100 each (Public)- \$150 each		\$100/\$150	
	Total Days	Daily Pre-Order Pricing	Total
1.54 Mbps -- Dedicated bandwidth for sharing		\$1,200	
3 Mbps -- Dedicated bandwidth for sharing		\$2,400	
6 Mbps -- Dedicated bandwidth for sharing		\$3,600	
10 Mbps -- Dedicated bandwidth for sharing		\$5,500	
20 Mbps -- Dedicated bandwidth for sharing		\$10,000	

\$150.00 Additional on-site order fee for each order placed on-site.	On-Site Fee \$150	
	SUB TOTAL	
All Equipment and Services will incur a 24% Service Fee and applicable taxes.	24% Service Fee	
	6.5% Sales Tax	
Orders cancelled with less than 72 hours notice will incur a 50% cancellation fee <small>*Excluding service fee</small>	GRAND TOTAL	

Print: _____ Sign: _____ Date: _____

Technology Rental Equipment

Additional Equipment and models available, please call for pricing and specs.

	Per Day	Length of Show	Total
Digital Signage Package -- includes monitor, laptop, dual stand with laptop tray, skirting and set up (does not include internet)			
42" Plasma Digital Signage Package	\$535	\$775	
46" LCD Digital Signage Package	\$995	\$1,395	
50" Plasma Digital Signage Package	\$825	\$1,095	
61" Plasma Digital Signage Package	\$1,125	\$1,795	
Monitors- includes tables stand (cables are not included) 32" or higher includes standard speakers			
20" NEC LCD Flat Panel	\$115	\$155	
24" Dell Flat Panel	\$275	\$415	
30" NEC Flat Panel	\$375	\$475	
32" NEC Flat Panel	\$375	\$495	
32" Sharp Aquos LCD -- 1080p/ HDMI	\$415	\$625	
37" Sharp Aquos LCD -- 1080p/ HDMI	\$375	\$575	
40" NEC Flat Panel	\$465	\$745	
40" Samsung LCD -- 1080p/ HDMI	\$465	\$795	
42" Panasonic Plasma	\$375	\$575	
42" Panasonic Plasma 1080p/ HDMI	\$465	\$645	
46" NEC Multeos Flat Panel 1080p/ HDMI	\$845	\$1,225	
50" Panasonic / Pioneer Plasma	\$575	\$845	
50" Panasonic / Pioneer Plasma -- 1080p/ HDMI	\$575	\$875	
52" Sharp Aquos LCD -- Full HD 1080p/ HDMI	\$875	\$1,225	
60"/61" NEC Plasma Display	\$945	\$1,595	
65" Sharp Aquos LCD -- 1080p/ HDMI	\$1,115	\$1,845	
Miscellaneous			
HDMI Cable	N/A	\$5 (each)	
VGA Cable	N/A	\$5 (each)	
Dual Pole Stand (stands are only available for rented monitors)	N/A	\$65	
Dual Pole Stand with laptop tray (available for a 32" monitor or higher)	N/A	\$95	
TouchScreen Monitors			
NEC 32"	\$645	\$1,025	
NEC 40"	\$925	\$1,475	
NEC 46"	\$1,095	\$2,035	
Hotel Video Channels- These are on a first come, first serve basis (available in all 1,500 guestrooms)		Daily Pre-Order Pricing	
Coax TV Connection		\$250	
Dedicated Hotel Channel		\$1,000	

If Manufacture or Model listed is not available an equivalent will be provided. Prices subject to change without notice.

Please call to verify rate and availability. **Customer is responsible for contacting your Convention Service Manager or Edlen Electric for Power Requirements.**

\$100.00 Fee for all orders NOT received ten days prior to event.	Pre-Order Deadline Fee \$100
\$150.00 On-Site fee for each order placed on-site.	On-Site Fee \$150
	SUB TOTAL
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	SUB TOTAL
	6.5% Sales Taxes
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<i>*Excluding Service Fee</i>	

Print: _____ Sign: _____ Date: _____

Fax or Mail to: Millennium Technology Group ~ Attn: Convention Technology Sales ~ 9939 Universal Blvd, Orlando, FL 32819

Phone (407) 996-3333 ~ Fax (407) 996-5866 ~ ConventionTechnologySales@mtg-fl.com

Additional Equipment and models available, please call for pricing and specs.

		Per Day	Length of Show	Total
Laptops *** ALL laptops have CD-RW/DVD-ROM & come with Windows XP / MS Office Pro 2003 (Office 2007 available)				
IBM T510		\$295	\$325	
IBM T60 -- --15" Screen		\$155	\$195	
HP - 6730 -- 15.4" screen		\$235	\$275	
Apple /MAC Laptops and iPad's*** All MAC desktops and laptops come with OS 10.5 / MS Office 2008 Professional				
Apple Powerbook		\$195	\$285	
Apple Mac Book Pro -- 15.4" screen		\$275	\$365	
Apple iPad		0	\$295	
Apple MAC Desktops with Monitor *** All MAC desktops and laptops come with OS 10.5 / MS Office 2008 Professional				
Apple PowerMac G5 -- 17" LCD		\$195	\$235	
Mac Pro -- 17" LCD		\$375	\$645	
Apple iMac -- 20"		\$235	\$325	
Apple iMac -- 24" LCD		\$325	\$495	
Copiers- overage fee may apply				
HP Laserjet 4345mfp Series -- 45ppm		N/A	\$855	
Konica Minolta Dialta Di550 -- 55ppm		N/A	\$945	
Konica Minolta Bizhub 750 --- 75ppm		N/A	\$1,195	
Konica Minolta Bizhub C450 --35Color /45 BW		N/A	\$1,295	
B&W Printers- toner usage fee may apply				
HP 4250 45 PPM		N/A	\$235	
HP 4350 55 PPM		N/A	\$255	
HP 8150 17 PPM		N/A	\$315	
Color Printers- toner usage fee may apply (Recommended copier for medium to heavy usage)				
HP 3800 -- 22 PPM		N/A	\$935	
Shredders/Fax				
Brother Laser Fax machine		\$75	\$125	
Fellows Shredder		\$125	\$395	
Telecommunication Services: Direct Inward Dial (DID) lines include unlimited local & long distances calling.	Qty	First Day	Daily Usage	Total
Telecommunication Installation Fee is \$150.00 and is included in First Day Pricing				
DID – With Cisco Digital Polycom Speaker Phone		\$300	\$150	
DID – With Cisco Digital IP Model 7941 (Two line speaker phone)		\$275	\$125	
DID – With Cisco Digital IP Model 7912 Phone (Single phone line)		\$250	\$100	
DID – With Cisco Digital IP Model 7912 800 & Local Unlimited Access Only		\$200	\$50	
House Phone (Internal extensions only) – Cisco IP 7912		\$180	\$30	
Analog Line – (DID) Digital line Converted to Analog Via (ATA) for Credit Card, Getner Box & Fax Machines Only.		\$250	\$100	
International Calling Unlimited Access (Requires Activation On DID Only)			\$250	

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	SUB TOTAL	
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	SUB TOTAL	
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Millennium Technology Payment & Credit Card Charge Authorization



Millennium Technology Group

Payment & Credit Card Charge Authorization Form

Please Print Clearly or Type:

Name of Event Booth #

Exhibitor (Company) Name

Address City State Zip Code Country

Phone # Fax #

Email Address (to send a copy of paid invoice)

Authorized Contact (Print) Authorized Contact (Signature)

Credit Card Type Credit Card # Card Security Code (CSC) Expiration Date

Card Holders Name as it appears on Credit Card Card Holder's Name (Signature)

Billing Address (if different than address listed above) City State Zip Code Country

Payment Policy

Payment for Services – Millennium Technology Group (MTG) requires payment in full at the time service is ordered. Further, MTG requires that you provide a credit card charge authorization form with your initial order. For your convenience, we will use this authorization to charge your account for services, which may include labor and equipment rental, not covered by your initial payment.

Method of Payment – MTG accepts MasterCard, Visa, Discover, Diners Club, American Express, check and cash. For Credit Card Payments, include a copy of the front & back of the Credit Card with this form. Purchase Orders are not accepted as payment. All payments must be made in U.S. funds drawn on a U.S. bank, payable to Millennium Technology Group. A \$25.00 fee will be charged for returned NSF checks. If you have established a master account with the Hotel, we are able to place these charges on your account with the Approval of the Hotel's Accounts Receivable Manager. .

Tax Exempt – If you are tax exempt in the state of Florida, you must provide MTG with a copy of your Florida Sales Tax Exemption certificate. Please send the above information to the MTG office at the address listed at the top of this form. MTG must receive your certificate with your payment and certificate within 72 hours prior to the 1st day of your event; otherwise tax will appear on your invoice.

Adjustments and Cancellations – No adjustments to invoices will be made after the close of the Event. All orders cancelled within 72 hours of the first day to the Event, whether it be by the Exhibitor, due to the cancellation of an Event or their non-participation may be subject to cancellation fees equal to 50% - 100% of the total order, based on the status of move-in, work performed and/or MTG set-up costs or expenses.

Equipment Damage or Loss – In the event that rental equipment is lost or damaged, the Exhibitor is wholly responsible and will be charged the replacement cost to the credit card on file or master account.

MTG Federal Tax ID # is 59-3469115.

Please complete the information on all forms and return payment in full with these forms to the address listed above. You agree to late fees up to 1.5% per month on any balance not paid at the conclusion of the event, or balances left without appropriate credit card on file. For your convenience we will use this authorization to charge your credit card for any additional amounts ordered by your representative or services rendered to your company for this event. If you have any questions regarding our payment policy, please call Millennium Technology Group at (407) 996 – 5865.

I agree in placing this order that I have accepted Millennium Technology Groups Rental Agreement Terms and Conditions, including Millennium Technology Group's payment policy.

X _____
Cardholder's Signature Date

Except for claims for physical injury to persons, Millennium Technology Group (MTG) and its suppliers or subcontractors will not be liable for any special, or consequential damages or for loss, damage or expense directly or indirectly arising from customer's use or inability to use the system either separately or in combination with other equipment or software or for commercial loss of any kind (including loss of business profits) based upon breach of warranty, breach of contract, negligence, strict tort or any other legal theory whether or not MTG or its suppliers or its subcontractors have been advised of the possibility of such damage or loss. In no event shall liability exceed a refund of amounts actually paid to MTG by company for their network attachment.

No Warranties are made other than providing you with our equipment in good working order. You acknowledge that both the equipment and the manufacturers of said equipment are acceptable to you. You further acknowledge that we have not made and do not make any warranty either expressed or implied including but not limited to: a) the fitness or design of the equipment; b) the merchantability of the equipment or its fitness for any particular purpose; c) any patent, copyrights or trade secret infringements and d) the compliance of the equipment with any requirements of law, rules, specifications or contract.

1. **CONDITION FOR PROCESSING SERVICE CONTRACT/ON-TIME INSTALLATION:** (a) Payment for service must accompany contract. (b) Incomplete contract forms will delay processing, please provide all information requested. (c) Booth number(s) must be identified on face of form. (d) Complete Floor Plan itemizing location of connections in booth must be designated on form or customer provided diagram(s) 3 days before move-in date (g) Orders /changes received on day of show move-in will be worked after other orders are complete.
2. **TERM:** The rental shall commence on the day the equipment/services are delivered to you and shall continue until the equipment/services are returned, complete and in good working order.
3. **TITLE:** You acknowledge that the equipment/services rented by you belongs to us and that you cannot sell, pledge, mortgage or otherwise dispose of the equipment
4. **LOCATION:** The equipment shall be kept at the location you have provided us and may not be moved or relocated without our prior written permission. In the event of loss, you agree to promptly reimburse us for the replacement cost of such equipment and claims for all losses and injuries caused by such equipment.
5. **USAGE:** You may use our equipment, but you may not abuse it. In particular, you must provide a suitable location, including appropriate electrical power, for our equipment and comply with the manufacturer's operating instructions. If any software is supplied with the property, you agree to be bound by all applicable licenses and copyright laws and, with regard to Microsoft products, you further acknowledge that use of the Microsoft software accompanying our equipment is governed by Microsoft's End User License Agreement attached hereto.
6. **USE OF NETWORK CONNECTIONS:** a) The network attachment to be provided by MTG may be used only by the employees of the company, its agents and consultants while performing service for the company and will not be resold or distributed to other companies. The services being provided by MTG will facilitate communications between the Company's authorized users and the entities reachable through the national Internet. Users of MTG services shall use reasonable efforts to promote efficient use of the networks to minimize, and avoid if possible, unnecessary network traffic and interference with the work of other users of the interconnected networks. b) Users of MTG services shall not disrupt any of the MTG or other associated networks in part or as a whole. MTG services shall not be used to transmit any communication where the meaning of the message, or its transmit distribution, would violate any applicable law or regulation or would likely be highly offensive to the recipient or recipients thereof. c) All devices for which MTG directly or indirectly provides Internet/Network connectivity must pay a connection charge or purchase a MTG assigned IP address. d) The choice of Internet Service Provider (ISP) is at the sole discretion of MTG e) MTG is the exclusive provider of all wired and wireless data services. f) Wired/Wireless Devices not authorized by MTG are strictly prohibited. Anyone wishing to showcase wireless products must contact MTG three weeks in advance of their show to investigate the potential of MTG engineering a customized cohesive network operating without interference g) Rates listed include a single IP address via DHCP, bringing the service to the booth in the most convenient manner and does not include computer equipment, NIC card, TCP/IP software or power to the booth.
7. **REPAIRS:** During the term of rental, we are responsible for the maintenance of our equipment resulting from normal usage. If the equipment malfunctions or is damaged in any way, you must notify us immediately and we will, at our discretion, repair or replace the defective equipment in a timely manner. You will be responsible for the costs resulting from damage to our equipment including service and repair charges.
8. **CREDIT APPROVAL:** We are not obliged to deliver the equipment unless and until your credit is approved by us.
9. **PAYMENT:** Payment & Order forms must be received no later than 10 days prior to the first day of the event to avoid Pre-Order Penalty Fee of \$100. If ordering on site or after event move-in has started there is a \$150 On Site Order Fee that will be applied. Pricing listed on this contract does not include Federal, State, Local or other Taxes. Taxes/Tax surcharges will be included in your final bill.
10. **LATE CHARGES:** If any payments have not been made by the conclusion of the event, we may impose a late charge of 1.5% per month.
11. **WIRELESS SPECIFIC:** The use of any wireless device that interferes with the facility wireless data frequency is prohibited.
12. **INTERNET PERFORMANCE DISCLAIMER:** MTG does not guarantee the performance, routing, or throughput, either expressed or implied, of any data connectivity with regards to the Internet and/or Internet backbones beyond any facility we service.
13. **INTERNET SECURITY DISCLAIMER:** MTG does not provide security, such as but not limited to firewalls etc. for any data connection(s) we provide. It is the sole responsibility of the exhibitor or customer to provide any necessary security. With execution of this document the Customer is agreeing to the Terms and Conditions of this document and will hold MTG; its agents and contracts harmless for any and all liabilities arising from the use of non-secured data circuits.
14. **VIRUS PROTECTION REQUIREMENT – WARNING -** MTG requires that all devices directly or indirectly accessing MTG's Network have the latest virus scan software, windows security updates, system patches, and any other technological precautions necessary to protect yourself and others from viruses, malicious programs and other disruptive applications. Any device, which adversely impacts MTG's Network, will be disconnected from the network with or without prior notice at MTG's discretion. The device(s) in question will remain disconnected from the network until all issues are adequately resolved. Additional charges may apply for trouble diagnosis and/or problem resolution.
15. **RENEWALS AND RATE CHANGES:** The rental will automatically be renewed for successive rental periods following the initial rental term. However, we reserve the right to adjust our rate provided we have given you written notice of such changes prior to the pricing change becoming effective.
16. **CANCELLATIONS & ADJUSTMENTS:** No adjustments to invoices will be made after the close of the Event. Claims will not be considered unless filed in writing by Exhibitor/Client prior to close of Show/Event. All orders cancelled within 72 hours of the first day to the Event whether it be by the Exhibitor, due to the cancellation of an Event or their non-participation, may be subject to cancellation fees equal to 50% - 100% of the total order, based on the status of move-in, work performed and/or MTG set-up costs or expenses. Some broadband services and special circuits cannot be cancelled once ordered and will incur full charges listed /quoted. Credit will not be given for service installed and not used.
17. **GENERAL PROVISIONS:** a) This contract is the entire agreement between you and MTG and cannot be changed except in writing and signed by both parties. b) The laws of the State of Florida shall govern this Agreement between you and MTG. c) Although you do not have the right to assign this Agreement, we do. If we exercise this right, we may direct you to make all future payments to another party at their address. d) You hereby waive trial by jury in any action or proceeding pertaining to this Rental Agreement. e) Paragraph headings are for convenience only.