

18TH Annual RHODE ISLAND PET SHOW SPONSORED BY PETCO and THE PETCO FOUNDATION

February 5-6, 2011

LOCATION: RHODE ISLAND CONVENTION CENTER, ONE SABIN ST. PROVIDENCE, RI. 02903-1814. PHONE 401-458-6000, DIRECTIONS: EXIT 22 RT 95 NORTH OR SOUTH. **EXHIBITORS WITH ANIMALS MUST ACCESS THE SHOW VIA "LEVEL 3 WEST" IN THE PARKING GARAGE. USE LANES 2 OR 3 UPON ENTERING THE GARAGE AND PARK ANYWHERE ON 3 WEST LEVEL. GO THRU THE DOORS OPPOSITE THE ELEVATOR, WHICH LEAD TO THE LOADING DOCKS AND SHOW HALLS. IF YOU HAVE ANY QUESTIONS PLEASE CALL MONICA HALL 860-563-2111 or 1-800-955-7469 Ext 301.**

UNATTENDED CHILDREN OF ANY AGE ARE NOT PERMITTED DURING MOVE-IN/OUT!

CELL PHONE: #860-716-2449

MOVE IN HOURS: SET-UP: FRIDAY, February 4 12NOON - 7PM

SHOW HOURS: SATURDAY, February 5 11AM - 6PM
SUNDAY, February 6 11AM - 6PM

MOVE OUT: SUNDAY, February 6 6PM -9PM

**NO DRIVING ONTO SHOW
FLOOR PER THE BUILDING!**

**BRING DOLLIES, HAND
TRUCKS OR CARTS**

****ALL EXHIBITS MUST BE OUT OF THE CENTER BY 9PM ON SUNDAY NO EXCEPTIONS!**

MOVE-IN: USE DOORS FOR HALLS A&B. DISPLAYS MAY BE HAND CARRIED TO YOUR BOOTH, WITHOUT UNION INTERVENTION. ANYONE USING RENTED TRUCKS AT THE LOADING DOCKS WILL BE SUBJECT TO UNION LABOR CHARGES.

JENKS PRODUCTIONS HAS ARRANGED TO PAY FOR LABOR TO UNLOAD RENTED TRUCKS ON FRIDAY FROM 12 NOON -4PM AND LOAD SUNDAY FROM 6PM - 9PM. BRING YOUR OWN DOLLIES & HAND TRUCKS, AS THE CENTER DOES NOT PROVIDE THEM.

DISPLAY & DECORATING: SPECIAL EVENT RENTALS, 35B NEW ST., WORCESTER, MA 01605, 508-757-3397, FAX 508-757-9136. THEY WILL SEND YOU A KIT TO ORDER DISPLAY MATERIALS. (tables, chairs, carpeting, electricity, etc.)

TABLES, CHAIRS, CARPETING & ELECTRICITY ARE NOT INCLUDED IN YOUR BOOTH.

BOOTH SET UP TOOLS: FORKLIFT SERVICE IS AVAILABLE THROUGH SPECIAL EVENT RENTALS. PLEASE NOTE THERE ARE NO DOLLIES AT THE CENTER SO MAKE PLANS TO PROVIDE YOUR OWN DOLLIES AND HAND TRUCKS.

FORM ATTACHED: ELECTRICITY: 508-757-3397. PLEASE RETURN COMPLETED FORMS TO THE RI CONVENTION CENTER. **DEADLINE FOR ELECTRIC ORDERS (\$72.00) IS JANUARY 20, 2011.** AFTER THAT YOU WILL PAY THE STANDARD RATE OF \$87.00. NO EXCEPTIONS! YOU MAY ALSO ORDER ELECTRICITY ONLINE WWW.RICONVENTION.COM (401-458-6100).

EXHIBITOR PARKING: PARKING PASSES ARE AVAILABLE AT THE CONVENTION CENTER GARAGE. COMPLETE THE ATTACHED FORM & RETURN IT DIRECTLY TO THE GARAGE. 3- DAY PARKING PASSES ARE \$30 INCLUDING "IN AND OUT" PRIVILEGES. DAILY PASSES ARE AVAILABLE AT \$10.00 PER DAY - DAILY PASSES DO NOT INCLUDE "IN AND OUT" PRIVILEGES. OVERNIGHT PASSES 24 HR. ARE \$18.00. THEY WILL HOLD THE TICKETS FOR YOU TO PICK UP AT THE GARAGE.

ATTENTION EXHIBITORS WITH ANIMALS: EXHIBITORS WITH ANIMALS CAN ACCESS THE SHOW VIA "LEVEL 3 WEST" IN THE PARKING GARAGE. USE LANES 2 OR 3 UPON ENTERING THE GARAGE AND PARK ANYWHERE ON LEVEL 3 WEST. GO THRU DOORS OPPOSITE THE ELEVATOR WHICH LEAD TO THE LOADING DOCKS AND SHOW HALLS. WE WILL HAVE OUR SIGNAGE POSTED TO DIRECT YOU TO THE CENTER. NO ANIMALS ARE ALLOWED TO BE BROUGHT THROUGH THE FRONT OF THE BUILDING UNLESS CRATED, AS IT'S CARPETED.

EXHIBITORS WITH DOGS: JENKS PRODUCTIONS MAKES EVERY EFFORT TO PROVIDE AN "X" PEN WHERE DOGS CAN ELIMINATE. IF YOU CHOOSE TO TAKE YOUR DOG OUTSIDE, PLEASE BE SURE TO PICK UP AFTER YOUR DOG. THE LOADING DECK IS NOT THE APPROPRIATE PLACE FOR DOG WASTE. HOWEVER, IF YOUR DOG CANNOT WAIT, PLEASE BE PREPARED WITH A BAGGIE OR OTHER RECEPTACLE TO CLEAN UP AFTER YOUR DOG. IT COSTS US A SMALL FORTUNE TO HAVE THE LOADING DECK CLEANED, SO PLEASE CLEAN UP AFTER YOUR DOG!

SECURITY: MANAGEMENT WILL PROVIDE NECESSARY GUARDS DURING THE EXPO. NO ONE WILL BE ALLOWED IN THE SHOW AFTER CLOSING HOURS. NEITHER MANAGEMENT NOR THE CENTER CAN GUARANTEE EXHIBITORS AGAINST LOSS OF ANY KIND. SEE YOUR INSURANCE AGENT FOR OFF PREMISE INSURANCE. SMALL OR VALUABLE EXHIBIT ITEMS SHOULD BE PACKED AWAY OR COVERED AT NIGHT.

NOTICE! PER THE FIRE MARSHALL: THE SHOW CLOSSES AT 6PM SUNDAY. THIS MEANS NO ONE WILL BE ALLOWED TO DISMANTLE OR REMOVE ANY PORTION OF THE BOOTH UNTIL THAT TIME. AS LONG AS THERE IS PUBLIC IN THE BUILDING, IT IS YOUR OBLIGATION BY CONTRACT TO PRESENT A FULL AND COMPLETE DISPLAY UNTIL THE SHOW IS OFFICIALLY CLOSED. YOUR COOPERATION IS MUCH APPRECIATED!

HOTEL RATES : Are Subject to Change

- **WESTIN HOTEL** (1-800-937-8461). - ONE WEST EXCHANGE STREET, PROVIDENCE, RI.
HOTEL IS CONNECTED TO THE RHODE ISLAND CONVENTION CENTER
RATE: \$109 **CALLERS MUST IDENTIFY THEMSELVES AS BEING WITH GROUP, "RI PET SHOW".
INTERNET USERS MUST ENTER YOUR GROUP'S CODE(RIF04A) TO SUBMIT REQUEST.** REQUESTS
MUST BE MADE BY **WEDNESDAY, JANUARY 5, 2011** IN ORDER TO QUALIFY FOR YOUR GROUP
RATE. PARKING IS AVAILABLE AT THE ADJACENT RHODE ISLAND CONVENTION CENTER GARAGE.
THE CURRENT HOTEL PARKING RATES FOR 2011, ARE \$26.00 FOR SELF-PARKING; AND \$26.00 FOR
OVERNIGHT VALET (WITH IN/OUT PRIVILEGES). PLEASE NOTE THAT THESE RATES ARE SUBJECT TO
CHANGE WITHOUT NOTICE.
- MOTEL 6 - WARWICK - 401-467-9800 - \$49.99 SGL, \$55.99 DBL, (PETS OK) Please Do Not Leave
Alone In Rooms, I-95 SOUTH, EXIT 15.
- COMFORT SUITES – WARWICK – 401-826-1800 - \$85.50, KING \$104.50 (2) Queens Includes FULL
BREAKFAST. (NO PETS). I-95 NORTH, EXIT 8B to RT. 2 –2nd LIGHT TAKE LEFT TO JP MURPHY
HWY, GO ¼ MILE.
- HAMPTON INN, WARWICK – 401-739-8888) - \$69.00, SGL/DBL INCLUDES BREAKFAST.– (PETS
OK), I-95 EXIT 13.
(USE THIS CODE WHEN BOOKING A ROOM) corporateCode=RI PET SHOW

VIP GUEST PASSES: EACH EXHIBITOR IS ALLOWED FOUR (4) VIP GUEST PASSES PER
EXHIBITOR, WHICH ARE AVILABLE AT THE SHOW OFFICE DURING SHOW SETUP. THESE ARE
TO BE USED FOR CLIENTS OR FAMILY. EACH PASS IS GOOD FOR ONE ENTRY ONLY. PASSES
WILL BE ON SALE FOR 1/2 PRICE AT THE SHOW.

EXHIBITOR BADGES: EACH EXHIBITOR IS ALLOWED SIX (6) BADGES PER EXHIBITOR, AND
ARE GOOD FOR THE RUN OF THE EXPO. THEY ARE TO BE USED BY BOOTH PERSONNEL ONLY.
THEY WILL BE AVAILABLE IN THE SHOW OFFICE DURING SET UP HOURS.

ATTENTION VOLUNTEER GROUPS: WE WILL ONLY ALLOW ONE PERSON PER
ANIMAL FREE ENTRY TO WORK AT RESCUE OR NON-PROFIT BOOTHS.
FAMILY AND FRIENDS MUST PURCHASE TICKETS TO ENTER THE SHOW.

FLOOR COVERINGS/PROTECTION: PER THE CENTER ALL AREAS SUBJECT TO ANIMAL
DROPPINGS MUST BE COVERED WITH PLASTIC OR A SUITABLE MATERIAL TO PREVENT
STAINS AND ODORS. IF YOU HAVE ANY QUESTIONS ABOUT THIS, PLEASE CALL JENKS
PRODUCTIONS AT (860) 563-2111.

ENTERTAINMENT: PETCO IS OUR GENEROUS SPONSOR AGAIN THIS YEAR. OUR
FEATURES INCLUDE THE TICA CAT SHOW, AKC PARADE OF BREEDS, MASTERPEACE DOG
AGILITY, K-9 PERFORMANCE PLUS, PARK AVE PUPS' CANINE FASHION SHOW, & MUCH MORE!
THANKS TO ALL OF YOU FOR YOUR HARD WORK AT THE PET SHOW!

STATE LAW COMPLIANCE: EXHIBITORS MUST ADHERE TO ALL STATE LAWS RE: THE HANDLING ANIMALS AND STATE TAX LAWS. PLEASE BE PREPARED TO SHOW PROOF OF YOUR ANIMAL'S RABIES AND OTHER INNOCULATIONS –CERTIFICATES MUST BE AT THE SHOW. IF ANYONE IS FOUND TO BE IN VIOLATION, THEY WILL BE ASKED TO LEAVE THE SHOW. DR. CHRISTOPHER HANNAFIN, RI STATE VETERINARIAN, SAYS STATE VET REPS WILL BE PRESENT DURING THE SHOW TO SPOT CHECK. IF YOU HAVE QUESTIONS, CALL DR. HANNAFIN AT 401-222-2781 EXT.4503.

PAGE FOUR

STATE LAW COMPLIANCE: ANIMAL HEALTH REGULATIONS: RABIES: HORSES, SHEEP, CATTLE, **DOGS, CATS & FERRETS**

Official Rabies Certificate showing rabies vaccination not less than 30 days nor more than one (1) year (cats and dogs up to 2 years) prior to entry, for animals three (3) months of age and older. Exception of the 30-day rule will apply to (3) monthly old animals recently vaccinated, provided they have had no exposure to potentially rabid animals. **SMALL ANIMALS:** All dogs, cats, and ferrets (1) must be accompanied by Official Proof of Rabies Vaccination, in compliance with Rhode Island State Laws and (2) out of state animals must have a Health Certificate issued within 30 days of the date of the event, and (3) vaccination against common diseases is recommended **RABIES PER 1A.**

RE: SALES TAXES CALL BEVERLY PERRY AT 401-574-8893. SHE IS VERY HELPFUL AND PLEASANT, SO PLEASE COOPERATE.

BOOTH PAYMENTS: ALL BOOTH FEES ARE DUE FEBRUARY 15, 2011.
PAYMENTS RECEIVED AFTER THAT MUST BE IN THE FORM OF CASH, CERTIFIED CHECK OR MAJOR CREDIT CARD. A STATEMENT IS ENCLOSED FOR YOUR CONVENIENCE.

REMINDER

NO DRIVING IS PERMITTED ON SHOW FLOOR PER THE BUILDING!

BRING YOUR OWN HAND DOLLIES, HAND TRUCKS, OR HAND CARTS!

JP HAS ARRANGED TO PAY FOR UNION LABOR TO HELP WITH MOVE-IN AND MOVE-OUT DURING THE FOLLOWING HOURS: Friday 12-4PM) Sunday 6-9PM)

MOVE-IN FRIDAY, FEB 4, Noon-8PM

MOVE-OUT SUNDAY, FEB 6, 6PM-9PM

Please arrange to be there at those times if you need union labor help. Otherwise, you will have to pay for extra LABOR CHARGES

NOTICE!!!!

STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS
DEPARTMENT OF REVENUE
DIVISION OF TAXATION
ONE CAPITOL HILL
PROVIDENCE, RI 02908
TELEPHONE: (401)574-8955 FAX: (401)584-8913

SHOW/ FESTIVAL VENDOR REQUIREMENTS

A Rhode Island vendor holding a Rhode Island sales tax permit must show the Promoter their valid and current permit. Promoter is required to maintain a copy of this permit.

All out of state vendors must obtain a Temporary Retail Sales Permit from the Promoter at a cost of \$10.00. All temporary permits must be completely filled out by the vendor, and signed by the Promoter.

Any vendor selling food/beverage is required to have both a sales tax permit and a meals/beverage permit. Food vendors must pay a fee of \$35.00 (\$10.00 sales tax permit and \$25.00 litter fee). The vendor must submit both the sales tax return and meal and beverage return to the Promoter at the end of the show.

All permits must be on display at each vendor booth.

At the end of the show the Promoter is required to collect all completed tax returns and payments. The Promoter is responsible for submitting the vendors' tax return and tax collected. All payments must be by check or money order made out to the RI Tax Division.

Any questions call (401)574-8955



Rhode Island Convention Center
 One Sabin Street, Providence, Rhode Island 02903-1814
 Telephone (401) 458-6100 Fax (401) 458-6298

Office Use Only:

EL:

ELECTRICAL SERVICE ORDER FORM

Name of Event _____ Event Dates _____ Booth # _____
 Company Name _____ Phone # _____ Fax # _____
 Address _____ City _____ State _____ Zip _____
 Contact Person _____ Signature _____ Date _____

Payment Notice: Prepaid rates apply only to orders received **15 days** prior to the first scheduled event move in day. Standard rates apply to orders received after this time. No Exceptions. Tax must be included unless a state tax exemption document is provided. ELECTRICAL SERVICES WILL NOT BE SUPPLIED UNTIL PAYMENT IS RECEIVED IN FULL.

Please call for a quote on rates for higher wattage and voltage.

STANDARD ELECTRICAL SERVICE

120volts – per single receptacle	*Pre Paid Rate*	Standard Rate	Quantity	Subtotal	RI 7% tax	Total
5amp (480 watts) Max	\$72.00	\$87.00				\$
10amp (960 watts) Max	\$85.00	\$102.00				\$
15amp (1440 watts) Max	\$90.00	\$108.00				\$
20amp (1920 watts) Max	\$94.00	\$113.00				\$

SPECIAL ELECTRICAL SERVICE: The below services require a minimum charge of 1 hour labor per connection. See Labor Rates in "Electrical Labor" section below.

*208 Volts Per Connection	* Pre Paid* Single Phase	*Pre Paid* 3 Phase	Standard Single Phase	Standard 3 Phase	Quantity	Subtotal	RI 7% Tax	Total
10 amp	\$94.00	\$136.00	\$113.00	\$163.00				\$
20 amp	\$110.00	\$198.00	\$132.00	\$238.00				\$
30 amp	\$174.00	\$264.00	\$209.00	\$317.00				\$
40 amp	\$220.00	\$325.00	\$264.00	\$390.00				\$
50 amp	\$273.00	N/A	\$328.00	N/A				\$
60 amp	\$325.00	\$343.00	\$390.00	\$412.00				\$
SUBTOTAL:								\$

Please check here if 24 hour power is required. Add 50% of rate to subtotal for a Service Fee.

SERVICE ACCESSORIES – ITEMS DO NOT INCLUDE POWER

	Pre Paid Rate	Standard Rate	Quantity	Subtotal	RI 7% Tax	Total
Extension Cord	\$18.00	\$22.00				
Power Strip	\$ 25.00	\$31.00				
Quad Box	\$29.00	\$34.00				
Triple Tap	\$13.00	\$16.00				

*Booth and Flood Lighting Available. For Other Electrical Needs, Please Contact the Exhibitor Services Center at (401) 458-6100.

SUBTOTAL: \$

ELECTRICAL LABOR – CHARGES INCLUDED WITH STANDARD ELECTRICAL SERVICE ONLY

• Labor Time will be charged in One Hour Increments. Minimum Charge One Hour

	Standard Rate	Quantity	Subtotal	No Tax	Total
Straight Time: Monday - Friday	\$67.00 / hour			\$	
Premium Time: Saturday/Sunday/Holidays	\$99.50 / hour			\$	
TOTAL				\$	

Send this completed form with payment to the address at the top of the page. Please make checks payable to: Rhode Island Convention Center or you may pay by Credit Card. Company ck # _____

Visa MasterCard AMEX Discover

Card#: _____ Exp Date: _____

Print Name: _____

Authorized Signature: _____

Total for All Services \$

Please Attach floor plan for specific installation. Thank You.

Instructions:

L **Standard** R
 E **Booth** I
 F G
 T H
 T

What size is your booth: 10 x 10, 20 x 20, or other _____ ?

DO NOT send this form to the decorator company. Please read policies on second page of form.



Terms and Conditions Electrical Service

1. Payment in full must be rendered prior to delivery of service.
2. Order forms must be filled out completely in order to process properly.
3. Advance order payment guarantees discount rate only, not availability of service.
4. Advance orders must be received a minimum of fifteen (15) days prior to scheduled move-in date. Date payment is received by the Rhode Island Convention Center will determine applicable rate.
5. Refunds will not be given for services installed, but not used.
6. Changes of orders after installation may be subject to labor charges. Minimum of one hour.
7. All materials and equipment furnished by RICC for the service order shall remain the property of RICC and shall be removed only by the RICC staff at the close of the event.
8. Rate quotes for all connections cover the delivery of service to the booth / space in the most convenient manner and do not include connecting equipment and special wiring. Request for special services such as placing cords or relocating service(s) will be subject to additional labor charges.
9. Service outlet size will be determined by the volume required.
10. Walls, columns and permanent building utility outlets are not part of booth space and are not to be used by exhibitors.
11. Claims will not be considered unless filed by the exhibitor prior to the close of the event.
12. All equipment to be connected by the RICC technicians must comply with the federal, state and local safety codes.
13. Under no circumstance should anyone other than a RICC technician make service connection.
14. All equipment should be properly tagged and wired with complete information as to type of current, voltage, phase, cycle, horsepower, ect. All equipment using water must have an inlet and outlet properly tagged.
15. Electrical service will be turned on one (1) hour prior to show opening and turned off at event closing each day. If 24 hour service is required, please order so on the front of the Electrical Service Order form.
16. All exhibitors' cords must be of the 3 wire ground type and comply with Federal, State and Local Safety and Electric Codes.
17. RICC is not responsible for equipment that is not powered down correctly at the end of each day.
18. Advanced / Faxed order receipts can be obtained at the Exhibitor Services Center located on the 3rd Level of the Rhode Island Convention Center.
19. Unless otherwise directed, RICC Personnel are authorized to enter the booth for utility box access and/or to cut floor coverings to permit installation of service.
20. Service aisles must be kept clear at all times for access to utility boxes.

**Please return this form to the Rhode Island Convention Center (FAX 401-458-6298).
DO NOT send it to your decorating company.**

**Questions regarding service should be directed to the Exhibitor Services Center
Rhode Island Convention Center
One Sabin Street
Providence, RI 02903
(401) 458-6100
Fax (401) 458-6298**



Rhode Island Convention Center
 One Sabin Street, Providence, Rhode Island 02903-1814
 Telephone (401) 458-6100 Fax (401) 458-6298

Office Use Only
 G: _____

Exhibitor Parking Pass Order Form

Name of Event _____ Event Dates _____ Booth # _____
 Company Name _____ Phone # _____ Fax # _____
 Address _____ City _____ State _____ Zip _____
 Contact Person _____ Signature _____ Date _____

Payment Notice: Parking passes will not be available for pick up until the first day of **Exhibitor Move In**. All parking passes can be picked up at the Exhibitor Services / Business Center located on the 3rd Level of the Rhode Island Convention Center.

Exhibitor Parking Pass Information

All parking passes are calculated by the length of each event, which include: ALL exhibitor move in days, ALL event days, and ALL exhibitor move out days. These dates are based per Show Management.

Step 1:

Choose a pass type: **\$10.00** parking pass (6am-midnight) **\$18.00** parking pass (overnight parking)

Step 2:

Enter duration of event. (Includes all move in days, all event days, all move out days)

Step 3:

Choose the number of passes that you need.

Step 4:

Fill in the chart below to create a Grand Total for your parking pass purchase.

Pass type	Duration of Event (all move in , all event, all move out)	Number of Passes	Grand Total
\$ _____ X (Step 1)	_____ days (Step 2)	= \$ _____ X _____ = (Step 3)	\$ _____

***Booth number and Credentials needed for Parking Pass pick-up.**

- *Exhibitor Parking Passes offer you in and out access to the parking facility and guaranteed parking.
- *The parking facility is directly connected to the Rhode Island Convention Center, Westin Hotel and Providence Place Mall. It is open 24 hours and is handicap accessible.
- *All parking passes are to be picked up at the Exhibitor Services / Business Center located on the 3rd Level of the Convention Center, near the Westin Hotel Connector.

Send this completed form with payment to the address at the top of the page. Please make checks payable to: Rhode Island Convention Center or you may pay by Credit Card. Company Ck # _____

Visa MasterCard AMEX Discover

Card#: _____ Exp Date: _____

Print Name: _____

Authorized Signature: _____

Office Use Only

Card ID number(s) _____

Date Processed: _____

Initials: _____

****DO NOT send this form to your decorating company. Please read policies on the second page of this form****



Terms and Conditions Exhibitor Parking Pass

1. Payment in full must be rendered prior to pick up of pass or passes.
2. Exhibitor parking passes are for registered exhibitors only.
3. Exhibitor parking passes can be obtained at the Exhibitor Service / Business Center in the Rhode Island Convention Center. The hours of operation are based on the hours of Exhibitor move in and Show Management's request.
4. Passes are based on an event rate from move in to move out, no pro-rate.
5. Exhibitor parking passes guarantee parking, but does not provide assigned parking.
6. Passes can be purchased online, in advance via fax or over the counter at the Exhibitor Services / Business Center office located on the 3rd Level of the Rhode Island Convention Center.
7. The purchase of a one day parking pass is not allowed.
8. Use of our event rate is not guaranteed without the Exhibitor parking pass.
9. Rates are subject to change without advanced purchase of the Exhibitor parking pass or without notice.
10. Height limitation of the facility is 6 feet 9 inches.
11. The RICC parking facility has handicap parking on all levels of the parking facility. Parking for handicap conversion vans is available with authorized Handicap License Plate.
12. Each Exhibitor parking pass allows only one vehicle access during one time period.
13. The RICC parking facility reserves the right to suspend parking privileges.
14. There are no refunds for any parking pass that is not picked up prior to the start of an event. Refunds will only be allowed for cancellations made 72 hours prior to an Exhibitor move in. No exceptions.
15. Advanced / Faxed order receipts can be obtained the Exhibitor Services Center located on the 3rd Level of the Rhode Island Convention Center.
16. This form must be filled out completely in order to process.

This statement limits out liability.

Neither the Rhode Island Convention Center Authority nor any of its representatives shall be responsible for your vehicle or its contents. Please remove all valuables, close windows and lock your vehicle.

*****Please return this form to the Rhode Island Convention Center. DO NOT send this form to your decorating company. *****

**Questions regarding service should be directed to the Exhibitor Services Center
Rhode Island Convention Center
One Sabin Street
Providence, RI 02903
(401) 458-6100
Fax (401) 458-6298**



Rhode Island Convention Center
 One Sabin Street, Providence, Rhode Island 02903-1814
 Telephone (401) 458-6100 Fax (401) 458-6298

Office Use Only
IT:

INTERNET SERVICE ORDER FORM

Name of Event _____ Event Dates _____ Booth # _____
 Company Name _____ Phone # _____ Fax # _____
 Address _____ City _____ State _____ Zip _____
 Contact Person _____ Signature _____ Date _____

Payment Notice: Prepaid rates apply only to orders received **15 days** prior to the first scheduled event move in day.
 Standard rates apply to orders received after this time. No Exceptions.

INTERNET SERVICE WILL NOT BE SUPPLIED UNTIL PAYMENT IS RECEIVED IN FULL.

BOTH Wireless and Ethernet Connections are supported.

HIGH SPEED INTERNET SERVICE

Dedicated Internet Connection	*Pre Paid Rate	Standard Rate	Quantity	Days	Subtotal	Total
First Day	\$500.00	\$550.00	-----	1		\$
Additional Days	\$250.00	\$275.00	-----			\$
Additional Devices Above One						
Computers	\$100.00 / device	\$110.00 / device				\$

Please check one service: _____ **Wireless**
 _____ **Ethernet**

TOTAL

\$

Client Must Provide:

Computer with Network Interface Card with an RJ45 jack. The computer must have TCP/IP installed and set for DHCP. Also, all proxy settings must be turned off.

Client must also have a working web browser (Internet Explorer, Mozilla Firefox, Opera, etc.) in order to register the access code.

In regards to wireless, we will be able to provide standard 802.11b/g wireless connectivity.

****Please note: Electrical Services are Charged Separately****

ADDITIONAL SERVICES

Labor costs will accrue with any complex networking needs such as wireless Network Access, Virtual Private Networks (VPN), Virtual Local Area Networks. On-site technicians are available upon request. These services are additional and are quoted depending on the needs of the end user.

Please contact Exhibitor Services for further instruction.

Send this completed form with payment to the address at the top of the page. Please make checks payable to: Rhode Island Convention Center or you may pay by Credit Card. Company ck # _____

Visa MasterCard AMEX Discover

Card#: _____ Exp Date: _____

Print Name: _____

Authorized Signature: _____

ACCESS CODE



**DO NOT send form to your decorating company.
 Please read the policies on the second page of this form.**



Terms and Conditions Internet Service

1. Payment in full must be rendered prior to delivery of service.
2. Advance order payment guarantee discount rate only, not availability of service.
3. Advance orders must be received a minimum of fifteen (15) days prior to scheduled move-in date. Date payment is received by the Rhode Island Convention Center will determine applicable rate.
4. All order forms must be completed fully in order to process.
5. Credit will not be given for services installed, but not used.
6. Changes of orders after installation may be subject to labor charges of \$100.00 per hour. Minimum of 1 hour.
7. All materials and equipment furnished by RICC for the service order shall remain the property of RICC and shall be removed only by the RICC staff at the close of the event.
8. Rates quotes for all connections cover the delivery of service to the booth / space in the most convenient manner and do not include connecting equipment and special wiring. Request for special services such as placing cords or relocating service(s) will be subject to additional labor charges.
9. Service outlet size will be determined by the volume required.
10. Walls, columns and permanent building utility outlets are not part of booth space and are not to be used by exhibitors.
11. Claims will not be considered unless filed by the exhibitor prior to the close of the event.
12. All equipment to be connected by the RICC technicians must comply with the federal, state and local safety codes.
13. Under no circumstance should anyone other than a RICC technician make service connection.
14. Internet service will be turned on one (1) hour prior to show opening and turned off at event closing each day.
15. Send this form directly to the RI Convention Center. DO NOT send this form to your decorating company.
16. RICC is not responsible for equipment that is not powered down correctly at the end of each day.
17. Advanced / Faxed order receipts can be obtained at the Exhibitor Services Center located on the 3rd Level of the Rhode Island Convention Center.
18. Unless otherwise directed, RICC Personnel are authorized to enter the booth for utility box access and/or to cut floor coverings to permit installation of service.

**Please return this form to the Rhode Island Convention Center (401-458-6298).
DO NOT send it to your decorating company.**

**Questions regarding service should be directed to the Exhibitor Services Center
Rhode Island Convention Center
One Sabin Street
Providence, RI 02903
(401) 458-6100
Fax (401) 458-6298**