



Ancillary Services Order Form
Event/Show Name _____

Company Name: _____ Exhibit Space #: _____

Address: _____ City, State, Zip: _____

PRINT Name: _____

Date: _____ Office #: _____ Cell #: _____

Email Address: _____ FOR CONFIRMATION/RECEIPTS

NOTE: To secure advance rate, full payment must accompany order no later than ten (10) working days prior to first exhibitor move-in date. All other orders will be charged the "At Show" rate. Payment must be made before receipt of service.

Table with 5 columns: Quantity, Service, Advance Rate, At Show Rate, Total. Row for ELECTRICAL SERVICES: 120V Single Phase: 0-30 Amps, \$100.00, \$150.00, \$_____

Please contact The Park if you have needs beyond 120V service.

PHONE LINE SERVICES (Single Line/no instrument)

Table with 5 columns: Quantity, Service, Advance Rate, At Show Rate, Total. Row for Phone Line Connection, \$415.00, N/A, \$_____

INTERNET SERVICES

Table with 5 columns: Quantity, Service, Advance Rate, At Show Rate, Total. Rows for WiFi (Per Device) Daily Rate(1 day), WiFi (Per Device) Daily Rate(3 >), Dedicated High Speed Internet

PARKING SERVICES (1st come 1st served) Vehicle Description: _____

Table with 5 columns: Quantity, Service, Advance Rate, At Show Rate, Total. Rows for Reserved Parking Behind Bldg., Six Acre Lot Trailer Parking, Reserved RV Parking: Behind Liberty Hall

Do you have pullouts? [] Yes [] No If yes, please provide dimensions: _____

Vehicle Dimensions: (1) _____ (2) _____

OTHER SERVICES

Table with 5 columns: Quantity, Service, Advance Rate, At Show Rate, Total. Rows for Water Drop, Drain, Gas

Total Enclosed for All Services: \$_____

Fees are Non-Refundable

All Checks and Money Orders can be mailed to 800 Briar Creek Road, Suite AA506, Charlotte NC 28205

Attention: Administrative Services (Forms will be processed during business days within 48hrs)

Make Checks Payable To: The Park Expo & Conference Center

If paying by credit card, email completed order form to ancillary@theparkexponc.com or fax to 704.333.8475

3.5% Handling Fee on CC Payments

Credit Card Information: Card #: _____ Exp: _____ CVV Code: _____ Name on Card: _____



WI-FI QUICK GUIDE

The Park Expo and Conference Center IT Services (ITS) is the exclusive provider and installer on the Facility property of all Voice, Data, and Network services (wired and wireless) including communication cabling. This includes but is not limited to all cabling fiber optic, twisted pair (Category 5 and 6), coaxial and all other data and telecommunications related cabling to meeting rooms, booths, and other locations on the Facility property.

PORTAL/LOGIN PAGE

Internet Access is provided through a Captive Portal webpage with passcode prompt.

The network connection(s) provided by ITS may be used only by the Customer and cannot be resold or distributed to other companies or individuals.

ADVANCE RATE

Advance Rate applies when a completed order with payment is received no later than 10 days prior to the first day of show move-in.

AT SHOW RATE

At Show Rate applies to all orders 9 days before show move-in has started. Orders placed on site or after show move-in has started will be at the Advance Rate - no exceptions.

Use of Network Connection: (a) Services provided by ITS are intended to facilitate communications between the Customer's authorized users and the entities reachable through the Internet. Users of ITS 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 ITS services shall not disrupt any of the ITS or other associated networks as a whole or any equipment of system forming part of networks, or any services provided over, or in connection with any of the ITS or other associated networks. ITS services shall not be used to transmit any communication where the meaning of the message, or its transmission, distribution, would violate any applicable law or regulation or would likely be highly offensive to the recipient or recipients thereof.

Wireless Specific: (a) ITS is the exclusive provider of voice, wired and wireless data service(s) for the Facility. Wireless Devices not authorized by ITS are strictly prohibited. If Customer desires to showcase its wireless products, it must contact ITS 21 days in advance of show move-in to register their device. ITS will investigate the potential of ITS engineering a customized cohesive network to operate without interference to other Customers, (applicable charges may apply). (b) The use of any wireless device that interferes with the facility's 2.4/5 GHz wireless data frequency range is prohibited and subject to disconnection at the Customer expense.

Internet Performance Disclaimer: ITS does not guarantee the performance, routing, or throughput; either expressed or implied, of any data circuit (s) connectivity with regards to the internet and/or Internet backbone(s) beyond the Facility.

Only ITS personnel are authorized to modify system wiring or cabling. Material and equipment furnished by ITS for this service order form shall remain the property of ITS.

CANCELLATION – There is a minimum of \$150 or 10% Cancellation Fee (whichever is lower). Cancellations must be in writing. Additional cancellation charges will apply for orders that have already incurred labor, material, and/or engineering costs. Credit will not be given for service(s) installed and not used.



Service problems must be reported to the Service Desk. Service problems will not be considered unless filed in writing by Customer prior to close of show.

WiFi passwords will be distributed upon move-in. Please see The Park Service Desk.

GENERAL INFORMATION

- We reserve the right to refuse service.
- We cannot guarantee service prior to Show opening.
- No refund will be issued once service has been connected.
- No ancillary services orders will be taken over the phone
- No new electric and or dedicated service orders will be connected during show hours

PARKING SERVICES

The Main Parking Lot is not for truck or trailer parking. If you park in the Main Lot after the start of the Show, the vehicle may be towed at your expense. If you have a car or truck, you will need to visibly display an Exhibitor Parking Pass at a cost of \$5 per day. All spaces are 12'. **If your vehicle or trailer is longer than 12', you must rent additional space.** These vehicles & trailers are for daily restocking only. Exhibitor Daily Parking Passes must be picked up at the Show Office. Daily rate for exhibitor parking without exhibitor pass will be \$8 per day. If the Parking Pass is not visible on the vehicle or trailer, it may be towed at your expense.

If you wish to park behind Liberty, Freedom or Independence Halls - those reserved spots must be booked in advance through The Park Expo and Conference Center. Please park in the space that has been assigned to you. Parking in a space that you did not purchase may result in your vehicle being towed at your expense. You may purchase your Reserved Parking Pass in The Park's Lobby between 8am & 4pm prior to Show opening. If the Parking Pass is not visible on the vehicle or trailer, it may be towed at your expense.

Note: Reserved spaces are not in effect until the morning of the show opening.

GENERAL INFORMATION

- We reserve the right to refuse service.
- Park in the parking space that has been assigned to you, failure to do so may result in your vehicle being towed at your own expense.
- No parking services orders will be taken over the phone
- Notice of cancellation must be received prior to scheduled move-in, in order to receive credit. Credit will not be given for unused parking passes.
- Please display all necessary parking passes where parking attendants can see them at all times to ensure your vehicle is not towed.