

BOCO Enterprises, Inc. Utility Order Form

46100 Grand River Avenue, Novi MI 48374 * Phone: 248-348-5600 * Fax: 248-380-3005

Email your order form to: dthomas@suburbanshowplace.com

You may also order services online at www.suburbancollectionshowplace.com/serviceordering

Name of Show: _____ Date of Show: _____ Booth # _____

Company Name: _____ Contact Name: _____

Address: _____ City, State, Zip: _____

Email Address (please print clearly): _____

Phone: _____ Ext: _____ Fax: _____

Form of Payment: Cash Check Visa/MasterCard American Express Discover

A 4% administrative fee will be added to all credit card transactions.

Check/Credit Card Number: _____ Expiration: _____

If paying by credit card, please place authorization signature here: _____

Please make checks payable to: BOCO Enterprises, Inc. * No refunds five days prior to show.

Rates quoted include bringing of service to the exhibit booth. All wiring of electrical work on exhibitor displays are charged on time and material basis. Tagging of equipment for proper voltage, phase, connections, etc. is exhibitor's responsibility. Exhibitors using sensitive electronic equipment should provide their own power conditioning. BOCO Enterprises and/or Suburban Collection Showplace are not responsible for voltage or frequency variances.

FULL PAYMENT must accompany order to receive advance rate. NO EXCEPTIONS! All orders received after deadline or on-site are subject to the floor rate.

Any orders requiring collection during or after the show are subject to the floor rate, including declined credit cards. Prices subject to change at discretion of BOCO Enterprises only. **ADVANCED RATE DEADLINE: Five (5) days prior to first move-in day.**

Requirements	120 V – Single Phase			208 V – Single Phase			208 V- Three Phase			480 V – Three Phase		
Standard Outlet 2000 Watts-20amps	Qty	Advance \$100	Floor \$175	Qty	Advance	Floor	Qty	Advance	Floor	Qty	Advance	Floor
30 amp	N/A	N/A	N/A		\$200	\$300		\$240	\$320		\$750	\$1050
50 amp	N/A	N/A	N/A		\$295	\$410		\$355	\$495		N/A	N/A
60 amp	N/A	N/A	N/A		\$465	\$650		\$600	\$840		\$900	\$1250
100 amp	N/A	N/A	N/A		\$685	\$950		\$820	\$1150		\$1425	\$2000
150 amp	N/A	N/A	N/A		\$850	\$1175		\$1075	\$1500		N/A	N/A
200 amp	N/A	N/A	N/A		\$1400	\$1950		\$1640	\$2300		N/A	N/A

EXHIBITOR BOOTH CLEANING

For your convenience, we offer individual booth cleaning service. This is an optional service that will not be provided without the return of this form as well as advanced payment.

One Time Booth Cleaning (Optional)

Carpets vacuumed or floor swept, wastebaskets emptied, tables wiped. One time service provided the night before the first open show day only.

Total booth sq. ft. x .15
_____ sq. ft. x .15 = _____

Multiple Day Booth Cleaning Services (Optional)

Carpet vacuumed or floor swept, wastebaskets emptied, tables wiped. Service is provided nightly, after show closing. Service commences on the final night of move in and ends the night before closing of the show.

Total booth sq. ft. x .30
_____ sq. ft. x .30 X _____ (number of show days) = _____

PHONE SERVICES

Data transmission capabilities are limited and exhibitors should inquire if there are questions concerning the compatibility of any equipment with BOCO Enterprises, Inc. phone system. Customers are responsible for all local and long-distance charges made on phone lines from move-in through move-out of show. Billing for all additional charges will be at a later date. Please call for phone service rates.

ELECTRICAL LABOR

BOCO Enterprises must supply all labor. Any electrical orders with floor plans, compressed air, and 480 connections are subject to the Electrical labor rate of \$50.00 an hour.

INTERNET SERVICES

See separate order form

**All internet services provided ON-SITE by Spectrum. Service is accessed through web browser (wireless or hardwire) & paid for by credit card. Wireless internet is \$20.00/day with additional charges for IT support.*

WATER/DRAIN/AIR/GAS - Water service is 3/8" poly pipe with shut off. Any required connections are the responsibility of the exhibitor. Drains are provided via pump. Power outlet in booth is required for drain but may be connected with other equipment. If draining any tub or unit, a small amount of excess water will remain. Exhibitors should use caution when moving units in the building.

Qty	Service	Advance	Floor
	Water	\$300	\$375
	Drain	\$350	\$425
	Air**	\$375	\$500

**** Compressed air connection 1/2 inch**

Gas	Contact BOCO Enterprises, Inc. directly at 248-348-5600 extension 205 for pricing and connection information.
Labor	\$50.00 per hour straight time

www.suburbancollectionshowplace.com/serviceordering

PAYMENT TOTALS	
<i>A 4% credit card processing fee will be added to all credit card transactions.</i>	
Electrical Services	\$
Cleaning Services	\$
Phone/Internet Services <i>(Internet - separate order form)</i>	\$
Water/Drain/Air Services	\$
Parking Pass(es) <i>(Separate order form)</i>	\$
4% Credit Card Processing Fee	\$
GRAND TOTAL	\$

BOCO Enterprises, Inc. Utility Order Form

46100 Grand River Avenue, Novi MI 48374

Phone: 248-348-5600 * Fax: 248-380-3005

We would like to take this opportunity to welcome your company to the Suburban Collection Showplace. We ask your cooperation so we do not have any exhibitor experiencing any problems during the show.

In order to expedite a smooth and proper operational show, please fill out your service requirement order form and return it immediately. Full payment must accompany order to receive advance rate. No exceptions! Payment in full must be rendered prior to opening of the show. Advance order deadline: Five (5) working days prior to the first move in day. All orders received after deadline or on site are subject to the floor rate. Any orders requiring collection during or after the show are subject to the floor rate including declined credit cards. All phone orders must have credit card number and expiration date on order form unless prior arrangements have been made, even if paid for in cash. We accept Visa, MasterCard, American Express, Discover and checks as payment.

CANCELLATION POLICY FOR ANY CANCELLED ORDERS AND/OR CANCELLED EVENTS:

- a.** Cancellations more than 7 days before the first move-in day will be subject to a 50% administrative fee on all items and services ordered, with the exception of **(d)** below.
- b.** Cancellations made after the initial move-in has begun, will not be eligible for a refund for any items or services ordered. **(d)** below.
- c.** At any date of cancellation, Exhibitor will be invoiced in full for any order in which costs have been incurred by BOCO Enterprises for any purchases and/or work undertaken to fulfill the order.
- d.** If an event is rescheduled, no refunds will be given. Instead, a credit will be provided on orders, and will be moved to the next scheduled event.

To prevent circuit overloads, exhibitors are not allowed to add wattage to existing outlet. We also ask that no exhibitors share drops amongst themselves. Outlets will be dropped in one location in booth, unless floor plan is submitted with order and payment. If more than one booth area is on an order form, please attach an additional sheet with layout and booth number for each booth.

For safety purposes, all connections larger than 30AMP must be hard wired. All motors must have a magnetic starter or manual disconnect switch. Wiring and electrical connections to motors or equipment will be billed on a labor and material basis.

If it is necessary to change the amount of power drops for your booth after installation, floor rates will apply and no credit will be issued for prior payment. All orders must be paid for in full prior to electrical installation.

A 4% administrative fee will be added to all credit card transactions.

Billing for all additional charges will be made at a later date. Customer is responsible for all charges made on phone lines from move in through move out of show.

ELECTRICAL LABOR - is added to all orders with floor plans, compressed air and 480 connections. Additional for flat cords if power is required under the carpet. Labor is billed at \$50/hr. For additional needs not listed on this form, please call our office for availability and pricing.

Power is not guaranteed to be continuous and/or backed up by the Facility's emergency generator or any other sources. BoCo Enterprises, Inc. is not responsible for any damage or loss caused by a loss of power and Exhibitor agrees to hold BoCo Enterprises, Inc., its officers, directors, employees and agents harmless from such power loss. By ordering services through this Order Form, Showplace Exhibitor agrees that the implied warranties of merchantability and fitness for a particular purpose, express or implied, are excluded from this Agreement. **IN NO EVENT SHALL BOCO ENTERPRISES, INC. BE LIABLE FOR ANY INDIRECT OR CONSEQUENTIAL DAMAGES (INCLUDING WITHOUT LIMITATION LOST PROFITS) EVEN IF ADVISED OF THE POSSIBILITY OF SUCH DAMAGES, WHETHER UNDER THEORY OF CONTRACT, TORT (INCLUDING NEGLIGENCE), PRODUCTS LIABILITY OR OTHERWISE.** Exhibitor shall indemnify and hold harmless BoCo Enterprises, Inc., its officers, directors, employees, and agents from and against any and all claims, liabilities, damages, fines, penalties, or costs of whatsoever nature (including reasonable attorneys' fees) arising out of or in any way connected with Exhibitor's, equipment, actions or omissions under this Agreement.

Thank you and we hope you enjoy the show!

Suburban Collection Showplace Management

**PLEASE MAKE CHECKS PAYABLE TO: BOCO ENTERPRISES
PLEASE REMIT TOP COPY TO BOCO ENTERPRISES
BOTTOM COPY IS CUSTOMER COPY**

Electrical Requirements

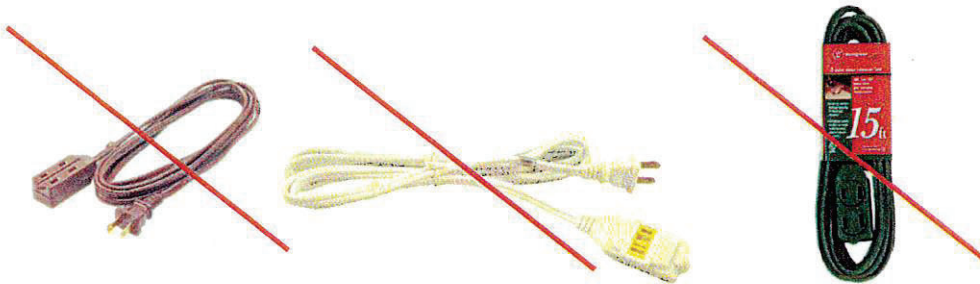
Since this is an indoor venue, we have stricter electrical requirements that need to be followed. The Fire Marshall does come around at the start of each show and checks every booth to ensure that these are followed. Please look over this information below so that you can make sure that your booth is up to fire code. We will have to charge if we need to come around and fix your electrical set up due to the Fire Marshall concerns.

Per the rules, here are the electrical requirements:

Exhibitors must follow these electrical rules:

1. No extension cords allowed on the ground in foot traffic areas or under carpet
2. Extension Cords without a ground are not permitted
3. All cords must have 3 prongs and may not be damaged
4. Fusible cord strips (type used with computers) must be used in any multi plug situation
5. No cube taps are allowed.
6. Any display that uses water must have a G.F.I.

These types of electrical extension cords below are NOT allowed. All extension cords MUST have 3 prongs.



Outdoor rated extension cords are a good way to determine if a cord is acceptable. Also, computer type power strips are recommended and encouraged to plug many items into the end of the extension cords. You can also use extension cords with multiple plugs built in.



Thank you for your cooperation on this matter!!

BoCo Enterprises Internet and Connectivity Form

Phone: (248) 348-5600 – Fax: (248) 380-3005 – Email: tfreytag@suburbanshowplace.com

Event Name: _____ Event Start Date: / / _____ Event End Date: / / _____ Booth/Room #: _____ On-Site Contact: _____ Cell #: _____ Email Address: _____	Company Name: _____ Billing Name: _____ Billing Address: _____ Billing Address: _____ City: _____ State: _____ Zip: _____ Country: _____ Phone #: _____
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ALL SERVICES FOR TECHNICAL SUPPORT AND LEVELS OF CONNECTIVITY LISTED BELOW ARE SUBJECT TO AVAILABILITY.
 ALL CONNECTIONS LISTED ARE INTENDED FOR ONE DEVICE ONLY AND NO SPLITTERS, ROUTERS, OR OTHER WIRELESS DEVICES ARE ALLOWED
 WITHOUT WRITTEN CONSENT FROM BoCo ENTERPRISES

BASIC INTERNET SERVICE

Wireless is available via access through the splash page when onsite, log on and follow instructions for services starting at \$20/day.
 Basic Internet Access is intended for the limited purses of checking e-mail, basic social networking, and simple web browsing. It is intended for **ONE** device
 ONLY. It is not intended for large file transfers, establishment of networks or connection of multiple computers and is

NOT INTENDED FOR SECURE CREDIT CARD PROCESSING.

WIRELESS CONNECTIVITY – ONE DEVICE ONLY

Bandwidth (Shared)	Quantity	Advance	Floor	Total
Up to 1.5 Mbps		\$ 250	\$ 300	
Up to 5 Mbps		\$ 300	\$ 375	
Up to 10 Mbps		\$ 400	\$ 500	

INTERNET VIA HARDLINE**

Shared Bandwidth Hardline

Up to 1.5 Mbps	One drop for up to 3 devices*	\$ 335	\$ 385	
Up to 5 Mbps	One drop for up to 5 devices*	\$ 435	\$ 510	
Up to 10 Mbps	One drop for up to 10 devices*	\$ 535	\$ 635	

*A rental switch is **required** for multiple connections.

Dedicated Bandwidth Hardline

1.5 Mbps One drop for up to 3 devices (includes 1 public IP and 1 router)		\$ 800	\$ 850	
5 Mbps One drop for up to 5 devices (includes 1 public IP and 1 router)		\$ 1,000	\$ 1,075	
10 Mbps One drop for up to 10 devices (includes 1 public IP and 1 router)		\$ 1,200	\$ 1,300	

With the purchase of dedicated bandwidth, routers and switches are provided, NO unauthorized routers or outside devices are allowed.

The user must obtain **ONE HOUR MINIMUM of technical support to assist in the configuration and connection of the user's device(s).

GREATER BANDWIDTHS (HIGHER THAN 10MB) ARE AVAILABLE BEYOND THOSE LISTED

Additional Products and Services	Quantity	Advance	Floor	Total
Additional public IP Address		\$ 150	\$ 200	
Patch Cables- Up to 50'		\$ 100	\$ 150	
Switch Rental		\$ 50	\$ 75	
Router		\$ 100 and up	\$ 150 and up	
Labor/Floor work		N/A	\$ 99/hr	

**INTEGRATED OR BUILT IN EQUIPMENT—PLEASE COMPLETE THE "EXHIBITOR INTERNET INFORMATION FORM" ON PAGE 2
 CONTACT TERRI FREYTAG FOR PRICING**

Internal Use Only

SUBTOTAL:	
GRAND TOTAL:	

By signing below Customer accepts the BoCo Enterprises Terms and Conditions (page 3)

Customer —Print Authorized Name	Customer —Authorized Signature	Date
BoCo Enterprises —Print Authorized Name	BoCo Enterprises —Authorized Signature	Date

Payment Type: Please select one. Credit card payments appear as "BoCo Enterprises" on monthly statements.

Check Payable to: **BoCo Enterprises** **Mail to: ATTN: Terri Freytag, BoCo Enterprises, 46100 Grand River, Novi, MI 48374**

By signing this Agreement, Customer agrees that BoCo Enterprises may store Customer's credit card information and Customer hereby authorizes BoCo Enterprises to use Customer's credit card information for future orders which are signed by an authorized representative of Customer. No order is complete until both parties have signed.

Credit Card **Amex** **MC** **Visa** **Credit Card #:** _____ **Ex. Date:** _____ **Security Code:** _____

Card Holder Name (print)	Card Holder Name (signature)	Date

Exhibitor Internet Information Form

Event Name: _____	Company Name: _____
Event Start Date: / /	Billing Name: _____
Event End Date: / /	Billing Address: _____
Booth/Room #: _____	Billing Address: _____
On-Site Contact: _____	City: _____ State: _____ Zip: _____
Cell #: _____	Country: _____
Email Address: _____	Phone #: _____

Per your event, there are two Internet Options available, please complete the form below to the best of your abilities so we can best facilitate your internet experience, here at the Suburban Collection Showplace.

Please **contact Charles Lewis** at support@ccslc.net with any questions or concerns you may have while completing this form.

When purchasing the Wireless Option please complete the information below:

- Most hotspots and older wireless routers and access points use the “b” standard of wireless communications.
- During an event this causes a lot of interference issues when they are in close proximity to each other since there are only 3 channels that can be used, please reference table below.
- The facility cannot guarantee wireless signals with all the interference issues in this range.
- If you have to use a wireless connection we recommend you use the “a” protocol.*

Wireless Standard	# Of Channels	Frequency	Speed
802.11a	12	5 GHz	54 Mbps
802.11b	3	2.4 GHz	11 Mbps
802.11g	3	2.4 GHz	54 Mbps
802.11n	12	2.4 or 5 GHz	600 Mbps (theoretical)
802.11ac	24	5 GHz	1.3 Gbps

*If your hardware has the capability of “n” or “ac”, please contact support at support@ccslc.net.

Customer Supplied Wireless Questions [Please circle one of the options]

What protocol does your wireless equipment support? (Ex: a, b, g, n, ac)	_____
Is your wireless equipment also acting as a router or an access point?	Router Access Point
Does your wireless equipment have the capability to turn down the broadcast signal strength?	Yes No
During the event if you have to use the b protocol in your router, may we have access to the router?	Yes No (If yes, please provide a username and password below) Username: Password:
What wireless encryption protocols does your equipment support?	WPA2 + AES WPA + AES WPA + TKIP/AES (TKIP is there as a fallback method) WPA + TKIP WEP Open Network (no security at all)

When purchasing the Hardline Option, please complete the information below:

The hardline connections for the facility are 10/100 connections and the backbone is fiber.

Customer Supplied Equipment “Hardline” Questions [Please circle one of the options]

What speeds does the equipment support?	10/100/1000
Do you need special VLAN’s?	Yes No
Do you require multiple hardline connections?	Yes No
Do you need a switch?	Yes No (If yes, how many ports are needed? _____)

When determining the Speed Requirements, please complete the information below:

The internet feed to the building is fiber and has a capability of 100/100 Mbps max speed.

Customer Requested Internet Speeds [Please circle one of the options]

Which speed will you require?	1.5, 5, 10, 15, 20, 30, 50, 50+
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Integrated/Built In Equipment:

Please email Charles Lewis (support@ccslc.net) stating your requirements and business case.

BoCo ENTERPRISES
TERMS & CONDITIONS FOR TECHNOLOGY SERVICES
BoCo Enterprises-Suburban Collection Showplace

1. **BoCo ENTERPRISES INTERNET/DATA SERVICES:**
 - A. Due to the nature of the Internet, **BoCo Enterprises cannot guarantee any level of performance or accessibility beyond our gateway.**
 - B. **Internet speeds are best effort and not guaranteed.**
 - C. BoCo does not guarantee the safety or security of equipment, software, or proprietary information connected to or carried over services installed by BoCo and/or its sub-contractors.
2. **BoCo PROVIDES LIMITED FIREWALL SECURITY AND NO ANTI-VIRUS PROTECTION ON OUR NETWORK.** CUSTOMER IS RESPONSIBLE FOR PROVIDING THEIR OWN FIREWALL SECURITY AND ANTI-VIRUS SOFTWARE.
BoCo is not responsible in any way for damage to equipment or software, loss of proprietary information or network delays or interruptions caused by unauthorized security breaches or intrusions.
Customer may be held liable for any damages to equipment, software, or proprietary information, or any damages due to network delays, interruptions, troubleshooting, and/or repair if the origin of a security breach or intrusion is determined to have originated from their device. BoCo strongly advises every customer to take proper measures to protect their own equipment and software.
3. **CUSTOMER INTERNET/DATA RESPONSIBILITIES:**
 - A. **BoCo REQUIRES THAT UPDATED AND CURRENT ANTI-VIRUS PROTECTION BE INSTALLED ON EVERY DEVICE CONNECTED TO THE BoCo NETWORK.**
 - B. AT NO TIME will a client power up any wireless device not provided by BoCo without prior authorization.
 - C. AT NO TIME, while connected to the BoCo network, will the client use/run their own DHCP server.
 - D. Customer must provide a list of all required connections including exact location (exhibit booth number, meeting room number, etc.) and type of device being connected (switch, router, hub, PC, etc.)
 - E. Any customer device that is determined to be causing interference with the normal operation of the BoCo network must, at BoCo's request, be immediately disabled or disconnected from the network.
 - F. Customer must provide equipment that is properly configured and equipped. In the event that BoCo configures any of Customer's hardware and/or software so that the Customer may use the Services, such configuration shall be undertaken with reasonable care and in keeping with standard industry practices. Under no circumstances shall BoCo be liable to Customer for any damage caused by such configurations, and BoCo makes no representation or warranty that any such configured hardware or software shall be in fact be compatible with the Services or returned to its original condition or configuration at any time. Any re-configuration of Customer's hardware and/or software shall be undertaken by the Customer at its sole risk and expense.
 - G. **Internet user** has full, unrestricted access to the Internet. Matters considered improper, offensive, or even unlawful by groups or individuals are not the responsibility of BoCo.
 - H. **Customer is responsible** for the proper configuration of customer provided equipment and software for Internet services, etc. Customer is responsible for all services outside of basic Internet connectivity including e-mail, VPN, FTP, web services, etc.
4. **OTHER REQUIREMENTS** over and above what is listed on this form should be attached and returned to the Suburban Collection Showplace.
5. **INDEMNIFICATION AND LIMITATION:** BoCo's obligations under this Agreement are subject to limitation, and BoCo and/or its subcontractors shall not be liable for delays, failure to perform, or destruction or malfunction of the equipment and service, or any consequences of the above, caused, occasioned or due to fire, flood, water, the elements, labor requisition, shortages, utility curtailment, power failure, explosions, civil government requisition, shortages of equipment or supplies, unavailability of transportation, acts of omissions of anyone other than BoCo, its representatives, agents, subcontractors, or employees, or any other cause beyond BoCo's reasonable control. In no event shall BoCo be liable to the customer or to any other party for special, collateral, exemplary, indirect, incidental or consequential damages. Such excluded damages include, but are not limited to loss of profits, loss of use or interruption for business, or there consequential or indirect economic loss. Customer/user hereby indemnifies BoCo harmless from any and all liability, damages, or costs arising from the providing of these services or equipment.
6. **SHARING PROHIBITED:** These connective services are to be provided by and are not to be shared with other customers. Any customer sharing communication services without written authorization from BoCo will be charged for that service and standard rates on a complete second Service Order Form. All additional charges will be billed to the authorized credit card at the close of the event.
7. **BoCo EXCLUSIVITY:** Only BoCo Personnel are authorized to modify system wiring and cable. All material and equipment furnished for this service contract shall remain property of BoCo.
8. **EQUIPMENT COMPLIANCE REQUIRMENT** must comply with FCC regulations and be configured to operate with "dial 9" service. BoCo reserves the right to limit use of outside communication devices, including wireless devices.
9. **CHARGES SUBJECT TO CHANGE:** Prices for labor, equipment and services are based upon current wage rates and are subject to change without notice. Rates quoted for all connections cover only bringing one service to the event space in the most convenient manner and do not include connection of customer owned equipment.
10. **EQUIPMENT PROCEDURES:**
 - A. **Customer is responsible** for returning all equipment issued by or rented from BoCo in good condition to the BoCo Personnel or by making arrangements through the assigned Event Coordinator for the return or rented/issued equipment.
 - B. Lost, stolen, or damaged equipment will be charged to customer's authorized credit card at prevailing rates.
11. **PAYMENTS & REFUNDS:**
 - A. **Payment in full** is required before service can be connected, once ordered there are no refunds for services. The "**Payment Options**" section on the Service Order Form must be completed on every service order. By providing an authorized signature on the front of this form, you authorize BoCo to charge the amount due as pre-payment for services ordered, as well as any charges incurred for additional services ordered during the event, to the authorized credit card.