

TELECOMMUNICATIONS SERVICES –ORDER FORM – Page 1 of 2



**Please complete and return by e-mail or fax.
Phone orders are not accepted.**

Event: Le Salon national de la femme (11474) National Event Management Inc.			
Activity dates: 2010/04/09 to 2010/04/11		Booth n°:	
Company:		Telephone:	
Contact name:		Fax:	
Address:		E-mail:	
City:	Prov./State:	Country:	Postal/Zip Code:

Authorized signature : _____ **Date:** _____

We have read and accept the conditions on pages 1 & 2 of this order form

PRICES IN EFFECT FROM APRIL 1 ST , 2010 TO MARCH 31 ST , 2011			Anticipated price up to 2010/03/29	Regular price	AMOUNT
DESCRIPTION		QUANTITY			
TELEPHONY Long distance calls required <input type="checkbox"/> Yes <input type="checkbox"/> No					
4000-001	Telephone line ⁽¹⁾ (equipment included)	X	209,00 \$	261,00 \$	=
4000-002	Credit card / debit card line and modem line ⁽¹⁾	X	178,00 \$	223,00 \$	=
4000-004	Fax line ⁽¹⁾	X	178,00 \$	223,00 \$	=
4000-009	ISDN line (BRI) ⁽¹⁾	X	262,00 \$	328,00 \$	=
INTERNET					
SHARED LINK Including access to our network and 1 drop location. Additional cost per computer using the network.					
4001-032	Internet link – DHCP regular speed – shared up to 1 Mbps	X	395,00 \$	494,00 \$	=
4001-033	High-speed Internet link DHCP – shared up to 5 Mbps	X	610,00 \$	763,00 \$	=
4001-034	Ultra high-speed Internet link DHCP – shared up to 7 Mbps	X	917,00 \$	1 146,00 \$	=
4001-045	Additional Internet access per computer	X	27,00 \$	34,00 \$	=
4001-046	Additional drop same location	X	52,00 \$	65,00 \$	=
4001-047	Additional drop other location	X	209,00 \$	261,00 \$	=
DEDICATED LINK Including: access to our network, 1 drop location and 3 IP addresses					
4001-020	Internet link T1 (1,54 Kbps)	X	1 737,00 \$	2 171,00 \$	=
4001-058	Additional drop same location	X	36,00 \$	45,00 \$	=
4001-047	Additional drop other location	X	209,00 \$	261,00 \$	=
WIRELESS INTERNET					
4001-024	Two Wireless Internet packages are available. Each package is for one (1) computer, non transferable. Other quantity packages available. No order form to complete. Payment on-site by credit card through the portal or technical service desk.			345,00 \$ / event	
				29,95 \$ / two (2) hours	

NOTE: Orders and final plan must be received at least prior to 2010/03/29. Any orders placed after this date will be charged at the regular price.

Orders placed after the beginning of set-up will be subject to approval and additional fees.

(1) Up to 20,00 \$ long distance calls included per line. Other services available.

For further information please contact our technical advisor 514 871-5871 (toll free 1 888 871-5871) or infotechno@congresmtl.com

ADVANCED PAYMENT REQUIRED		
Payment required with order form. Payment reception date determines pricing to be used.		AMOUNT : =
Telephone : 514 871-5871	Société du Palais des congrès de Montréal 159, rue Saint-Antoine Ouest, 9e étage Montréal (Québec) H2Z 1H2	FEDERAL TAX (5%) : =
Toll free : 1 888 871-5871		SUB TOTAL : =
Fax : 514 868-6622		PROVINCIAL TAX (7,5%) : =
infotechno@congresmtl.com		TOTAL : =

Cheque (CAD or USD) Pay to the order of **Société du Palais des congrès de Montréal**

Credit Card MasterCard Visa American Express Diner's Club

Card n°. - - - Expiration date (MM/YY) /

Cardholder : _____
Cardholder's signature : _____

LABOUR Labour fees apply to all special requests. One (1) hour minimum charge.

4006-001	Monday to Friday – 07:30 to 23:30	64,60 \$ / hour
4006-002	Monday to Friday – 23:31 to 07:29	96,90 \$ / hour
4006-003	Weekends & holidays	129,20 \$ / hour

All prices are quoted in Canadian dollars. Prices, conditions and taxes are subject to change without prior notice.

GST : R121570600 – PST : 1006 388 422

Continuation on page 2...

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Sample plan to be provided.	Dimensions of your booth: _____	Your booth Number: _____
<ul style="list-style-type: none"> Mark service locations If floor plan is not provided, services will be placed to one location at the discretion of the Palais' IT Technician Indicate adjacent booth or aisle Number Indicate your booth dimensions and measurements (20 x 20 ft (6,10 x 6,10 m)): _____ 	Adjacent booth or aisle n ^o _____	Adjacent booth or aisle n ^o _____
Scale: 1 square = 2 ft ² Please indicate if a different scale is used: 1 square = _____	Adjacent booth or aisle n ^o _____	

Adjacent booth or aisle n^o _____

TERMS AND CONDITIONS

- Prices are per unit and for the duration of the event. Other services are available, prices upon request.
- All telecom services include on-site technical support during installation and throughout the event.
- Cancellations placed during the set-up will be billed at 50% of the cost.
- No refunds will be issued for services installed and not used during the event.
- The client is responsible of the rented material during all the event, including set-up and dismantling, and will be charged for any broken, damaged, lost or stolen material supplied by the Palais des congrès de Montréal.

TELEPHONY

- Up to 20,00 \$ long distance calls included per line. Long distance fees will be billed after the event.
- All connections will be installed at our IT's technicians discretion if no information or plan are supplied.
- Labour fees may apply for special requirements, to be billed after service delivery (current labour rates).

INTERNET

- Other bandwidths and IP addresses available (prices upon request).
- Internet connection - Shared Network: The Internet is a shared environment and as such, actual speed may vary.
- Internet connection - Shared and dedicated Network: IP address for the client's computer will be issued automatically using DHCP / No Proxy service. It is the responsibility of the client to ensure their computer is properly configured for the Internet connection.
- Static IP addresses: Static IP addresses required will be assigned by the Palais des congrès de Montréal's IT Department.
- Active network devices i.e. routers, proxy servers, access points, bridges, etc connected to the PALAIS SHARED NETWORK must be approved by the Palais des congrès de Montréal's IT Department. Usage of these equipments without approval will have the service disconnected and will be subject to additional charges.**
- Active wireless network (router) devices are not authorized by the Palais.**
- Only the Palais des congrès de Montréal personnel is authorized to modify system wiring or cabling. Any damages to cables or equipment will be billed to the client.
- The Palais des congrès de Montréal is not responsible for damage on software or equipment due to configuration modifications, viruses, data destruction, contents, utilization, validation or quality of services supplied by the Internet Network, Internet network failure.
- A surge protector on computerized equipment or an over/under voltage sensor is recommended.
- Internet services requirements/client responsibilities. It is the responsibility of the client to provide the following:
 - Computers, workstations, etc. Electrical services for your booth, room or service location.
 - Standard 10/100 base T Ethernet Network Interface Card (RJ45 Interface) for each computer (wired network).
 - Compatible Network card Wi-Fi@ 802,11 a / b (wireless network). Or rented on-site (limited quantity, call for availability).
 - Network driver TCP/IP.
 - Proper configuration of computer equipment for TCP/IP Connection.
- Shared Internet: An up-to date Virus Protection Software must be installed and active on all computers connected to the Internet. Failure to have a Virus Protection Software installed and running may result in the disconnection from the Network by our IT technician.

Please contact our technical advisor for any further information 514 871-5871 (toll free 1 888 871-5871) or infotechno@congresmtl.com