

Technology Pre-Order Form

All orders must be received a minimum of ten business days prior to event to receive pre-order pricing.

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

High Speed Internet:

By Bandwidth RJ-45 Connections with Private DHCP Address

Internet Installation Fee is \$250.00 and is included in First Day Pricing	First Day	Each Additional Day	Total
256Kbps - High Speed Internet Single Connection	\$400	Add'l days ___ x \$150 =	
512Kbps - High Speed Internet Single Connection	\$550	Add'l days ___ x \$300 =	
768Kbps - High Speed Internet Single Connection	\$700	Add'l days ___ x \$450 =	
1Mbps - High Speed Internet Single Connection	\$850	Add'l days ___ x \$600 =	
1.5 Mbps - High Speed Internet Single Connection	\$1250	Add'l days ___ x \$1000 =	
3 Mbps - High Speed Internet Single Connection	\$2250	Add'l days ___ x \$2000 =	
Wireless Internet (Requires bandwidth and access point)	Call for additional pricing.		
Wireless Access Point per device (Bandwidth not included)	\$250	\$50	

DIGITAL SIGNAGE: Package Includes: Monitor, laptop, stand, skirting and setup.	Qty	First Day	Length of Show	
40" LCD Digital Signage Package		\$795	\$1195	
42" Plasma Digital Signage Package		\$695	\$1095	
46" LCD Digital Signage Package		\$895	\$1295	
50" Plasma Digital Signage Package		\$845	\$1495	
61" Plasma Digital Signage Package		\$1195	\$1795	

**Shared bandwidth between rooms available beginning at 1.5 Mbps.
Additional bandwidth available up to 100 Mbps, please call for pricing.**

	Qty	Price	Total
For any additional connections within the same room or booth		\$75	
Static IP Address (Private) – \$100 each (Public) - \$150 each		\$100 / \$150	
VLAN Private IP's \$1,200 / VLAN Public IP's \$2,000 – Set-up & Configuration		\$1200 / \$2000	
Tech Labor Services \$85/hr		\$85/hr/Tech	
Network Engineer Labor / Services \$125/hr		\$125/hr/Engineer	

\$100.00 Fee for all orders NOT received a minimum of 10 business 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
All Equipment and Services will incur a 24% Service Fee and applicable taxes	24% Service Fee
	SUB TOTAL
	6.5% Sales Taxes
Orders cancelled with less than 72 hours notice will incur a 50% cancellation fee	GRAND TOTAL

Print: _____ Sign: _____ Date: _____

Fax or Mail to: Millennium Technology Group ~ Attn: Convention Technology Sales ~ 9939 Universal Blvd, Orlando, FL 32819
Phone (407) 996-5865 ~ Fax (407) 996-5866 ~ ConventionTechnologySales@mtg-fl.com

Technology Rental Equipment

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

LAPTOP COMPUTERS	Qty	One Day	Length of Show	Total
Dell / IBM / HP Laptop Computer 14"		\$135	\$195	
Dell / IBM / HP Laptop Computer 17" Widescreen		\$225	\$295	
13.3" MACBOOK		\$215	\$305	
15.4" MACBOOK		\$265	\$495	
DESKTOP COMPUTERS				
Desktop Computers includes 19" Monitor keyboard and mouse		\$95	\$205	
PRINTERS (Black & White)				
HP LaserJet 4350, USB & Network Connections (55 ppm)		N/A	\$245	
HP LaserJet 5000 – 11x17 tray (17 ppm)		N/A	\$295	
PRINTERS (Color) Minimum 30% toner included ~ toner usage fees apply.				
HP LaserJet 2025 USB, Network Connections (21 ppm)		N/A	\$595	
HP LaserJet 4700n USB, Network Connections (31 ppm)		N/A	\$795	
HP LaserJet 5550n USB, Network Connections (28 ppm) 11x17		N/A	\$1095	
COMPUTER AND DATA MONITORS				
19" Flat Panel Data Monitor		\$105	\$155	
20" Flat Panel Data Monitor		\$115	\$195	
23" Flat Panel Data Monitor		\$175	\$265	
26" Flat Panel Data Monitor		\$255	\$365	
30" Flat Panel Data Monitor		\$295	\$545	
32" Flat Panel Data Monitor		\$295	\$595	
37" Flat Panel Data Monitor		\$525	\$945	
40" Flat Panel Data Monitor		\$525	\$895	
42" Flat Panel Data Monitor		\$495	\$895	
50" Flat Panel Data Monitor		\$645	\$1195	
61" Flat Panel Data Monitor		\$895	\$1595	
65" Flat Panel Data Monitor		\$1195	\$1995	
20" Apple Monitor		\$195	\$275	
23" Apple Monitor		\$235	\$325	
30" Apple Monitor		\$615	\$825	
46" Touch Screen Monitor		\$1195	\$1850	
50" Touch Screen Monitor		\$1095	\$1950	
OFFICE EQUIPMENT				
Brother 2900/4800 Laser Fax		\$125	\$195	
SHRED IT: Secure On Site Document Shredding		\$195	\$245	
Shredders – Heavy Duty		\$215	\$325	
Copiers			Call for Pricing	
AUDIENCE RESPONSE: Surveys, Team Building, Games, Entertainment etc.			Call for Pricing	
ATTENDEE TRACKING / LEAD RETRIEVAL			Call for Pricing	
DIGITAL SATELLITE SERVICES			Call for Pricing	
INTERNET KIOSKS / CYBER CAFE'S			Call for Pricing	

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 Edlen Electric for Power.

\$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	
All Equipment and Services will incur a 24% Service Fee and applicable taxes	24% Service Fee	
	SUB TOTAL	
	6.5% Sales Taxes	
Orders cancelled with less than 72 hours notice will incur a 50% cancellation fee	GRAND TOTAL	

Print: _____ **Sign:** _____ **Date:** _____

Fax or Mail to: Millennium Technology Group ~ Attn: Convention Technology Sales ~ 9939 Universal Blvd, Orlando, FL 32819
Phone (407) 996-5865 ~ Fax (407) 996-5866 ~ ConventionTechnologySales@mtg-fl.com

Technology Payment & Credit Card Charge Authorization

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

Authorized Contact (Printed) *Authorized Contact (Signature)*

Credit Card Type *Credit Card #* *Expiration Date*

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

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

On Site Contact Person *On Site Contact Cell Phone #*

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*

Fax or Mail to: Millennium Technology Group ~ Attn: Convention Technology Sales ~ 9939 Universal Blvd, Orlando, FL 32819
 Phone (407) 996-5865 ~ Fax (407) 996-5866 ~ ConventionTechnologySales@mtg-fl.com

Technology Rental Agreement Terms and Conditions

LIMITATION OF LIABILITY

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.