



## Internet & Telephone Order Form

In order to receive advance rates, orders must be received with full payment a minimum of ten business days prior to the first move-in date of the event. Orders received after that date or without payment are subject to regular rates and/or additional fees.

<b>Event Name:</b> _____	<b>Event Date:</b> _____
<b>Organization:</b> _____	<b>Contact Name:</b> _____
<b>Room:</b> _____	<b>Booth #:</b> _____
<b>Email Address:</b> _____	<b>Phone Number:</b> _____

### Internet Services

Description	Advance Rate	Standard Rate	Quantity	Charge
3 Mbps Wireless Internet (SSID)	\$ 250.00	\$ 350.00		
Wireless internet greater than 3 Mbps	Please contact IT Manager if needed.			
3.0 Mbps Hardline Internet with Private IP Address	\$ 250.00	\$ 350.00		
5.0 Mbps Hardline Internet with Private IP Address	\$ 400.00	\$ 500.00		
10.0 Mbps Hardline Internet with Private IP Address	\$ 800.00	\$ 1,000.00		
20.0 Mbps Hardline Internet with Private IP Address	\$ 1,500.00	\$ 1,750.00		
Public IP Address Add-On	\$ 50.00	\$ 100.00		
Hardline internet greater than 20 Mbps	Please contact IT Manager if needed.			
			<b>Total</b>	

### Telephone Services

Description	Advance Rate	Standard Rate	Quantity	Charge
Phone Line with Handset	\$ 175.00	\$ 275.00		
POTS Phone Line	\$ 175.00	\$ 275.00		
			<b>Total</b>	

**By signing this form, you agree to the following terms and conditions:**

- Cox Business Center staff may not take orders directly from exhibitors. All exhibitors must submit electrical orders through the authorized contact for the event. Advance orders shall receive priority service. Event clients and exhibitors must pay for service; unauthorized use of services will be terminated. No refunds or credits will be issued for services installed but not used.
- Wireless internet service provides guaranteed bandwidth and private access to the internet. This service provides an SSID and security that is customized for each client.
- Standard hardline internet access is shared bandwidth with other hardline users. Addresses are provided by DHCP and no public IP addresses are available with this service. Service is provided via CAT6 cabling.
- For questions or wireless and hardline internet speeds higher than those listed on this order form, please contact the Cox Business Center IT Department at (918) 894-4337.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Below to be filled out by Cox Business Center.

**Order Received By:** \_\_\_\_\_ **Date:** \_\_\_\_\_



## Water Services Order Form

In order to receive advance rates, orders must be received with full payment a minimum of ten business days prior to the first move-in date of the event. Orders received after that date or without payment are subject to regular rates and/or additional fees.

<b>Event Name:</b> _____	<b>Event Date:</b> _____
<b>Organization:</b> _____	<b>Contact Name:</b> _____
<b>Room:</b> _____	<b>Booth #:</b> _____
<b>Email Address:</b> _____	<b>Phone Number:</b> _____

### Internet Services

Description	Advance Rate	Standard Rate	Gallons	Charge
Water (per 100 gallons)	\$ 35.00	\$ 50.00		
			<b>Total</b>	

**By signing this form, you agree to the following terms and conditions:**

- Cox Business Center staff may not take orders directly from exhibitors. All exhibitors must submit electrical orders through the authorized contact for the event. Advance orders shall receive priority service. Event clients and exhibitors must pay for service; unauthorized use of services will be terminated. No refunds or credits will be issued for services installed but not used.
- Water orders are for cold water only; hot water is not available.
- The Cox Business Center is not liable for any damages caused by water.
- Each event client, exhibitor, or contractor furnish their own hose to reach from water source to location needed as the Cox Business Center does not lend hoses or other such devices.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Below to be filled out by Cox Business Center.

**Order Received By:** \_\_\_\_\_ **Date:** \_\_\_\_\_