

**Reno-Sparks Convention Center**  
**Event Client - IT Services**



**Date:** \_\_\_\_\_  
**Company Name:** \_\_\_\_\_  
**Name:** \_\_\_\_\_ **Booth/Room #:** \_\_\_\_\_  
**Billing Contact:** \_\_\_\_\_  
**Billing Address:** \_\_\_\_\_  
**Phone:** \_\_\_\_\_  
**Billing Email:** \_\_\_\_\_  
**Onsite Contact:** \_\_\_\_\_ **Onsite Phone Number:** \_\_\_\_\_

**Instructions:** Complete and return this form to the Reno-Sparks Convention Center IT Department: [exhibitorders@visitrenotahoe.com](mailto:exhibitorders@visitrenotahoe.com)

**Payment Information:** Payment in full is required with your order. All services are billed per device, per day. Payment for services must be made within 14 days of the first day of move-in for pre-order pricing or within 72 hours of the first day of move-in for standard pricing. Payment may be made by credit card. Credit card payments will incur a 3% processing fee. RSCVA will email an invoice with a payment link. DO NOT email your credit card information with this form. For additional information, please contact your Sales Event Manager.

**Cancellations:** Accepted until 48 hours prior to move in.

**Internet Network Services – Wireless Service**  
**You must be able to connect to an open (no password) wireless network in order to use our public wireless service.** If your device cannot connect to an open wireless network, please see below for ordering a custom wireless network.  
 Preordering wireless service does not provide any discount. Choosing this option will give you voucher code(s) that will be used on-site when connecting your wireless devices instead of having to enter credit card information to connect each device. Instructions on how to use your vouchers to choose a plan on the Wi-Fi will be emailed to you along with your codes. Please purchase additional days if you require service during load-in. # of Days are considered a 24-hour period.

RSCC Public Wi-Fi (Per Device)	PRE-ORDER & ONSITE	# OF DAYS	# OF DEVICES	LINE TOTAL
<b>BASIC</b> – 1mbps (emails, texting)	Complimentary	N/A	N/A	N/A
<b>STANDARD</b> – 3mbps (credit card processing, streaming music)	\$19.95			
<b>PREMIUM</b> – 5-8mbps (faster file downloads, video streaming)	\$29.95			
<b>ELITE</b> – 10mbps (Zoom, livestream)	\$39.95			

### **Internet Network Services – Customized Wireless Service**

Customized Wireless Network(s) are available for creation with a minimum of 3 business days advanced purchase. You will still need to purchase wireless service for your devices that connect through this customized network. See above list for pricing. Order will be available by noon the day prior to first paid day of use.

Custom Wireless Network – No Splash Page	PRE-ORDER	STANDARD
	\$300	\$450

### **Internet Network Services – Shared Hard-Wired Service**

Orders include one Ethernet cable connection. Each order has a secured connection to the network but has a shared bandwidth for all orders at that purchased speed level. Order will be available by noon the day prior to the first day of paid use.

Shared wired connections. No router allowed)	PRE-ORDER	STANDARD	# OF DAYS	# OF DEVICES	LINE TOTAL
<b>Up to 10mbps</b> (emails and web browsing)	\$245	\$350			
<b>Up to 25mbps</b> (fast web browsing)	\$335	\$550			
<b>Up to 50mbps</b> (reliable media streaming)	\$665	\$950			
<b>Up to 100mbps</b> (multiple live streaming devices, large downloads)	\$1,085	\$1,550			

### **Internet Network Services – Dedicated Hard-Wired Service**

Orders include one Ethernet cable connection per device. Order will be available by noon the day prior to the first day of paid use.

Dedicated wired connection (non-shared dedicated bandwidth)	PRE-ORDER	STANDARD	# OF DAYS	# OF DEVICES	LINE TOTAL
<b>Up to 10mbps</b> (emails and web browsing)	\$850	\$1,250			
<b>Up to 25mbps</b> (fast web browsing)	\$1,550	\$2,300			
<b>Up to 50mbps</b> (reliable media streaming)	\$2,550	\$3,800			
<b>Up to 100mbps</b> (multiple live streaming devices, large downloads)	\$4,050	\$6,050			

**Additional Network Services**

*Overnight rate of an additional 25% may apply after business hours 8 a.m. – 5 p.m. M-F	PRE-ORDER	STANDARD	# OF DAYS	# OF DEVICES	LINE TOTAL
<b>Ethernet Cable – Up to 50ft</b>	\$30	\$45			
<b>Ethernet Cable – Up to 100ft</b>	\$50	\$75			
<b>Switch Rental – Up to 24 ports</b>	\$150	\$225			
<b>IT Support Services – per hour &amp; per person</b>	\$300	\$450			

**Telephone Services**

	PRE-ORDER	STANDARD	# OF DAYS	QUANTITY	LINE TOTAL
<b>Analog Phone – Dial 9</b>	\$250	\$375			
<b>Conference Phone &amp; Setup</b>	\$300	\$450			
<b>GRAND TOTAL:</b>					

Authorized Signature: \_\_\_\_\_

Date: \_\_\_\_\_