



Mail to :

Event Contract # _____
(office use only)

SMG managed Albuquerque Convention Center
 Attention: Electrical/Finance Department
 401 2nd Street NW
 Albuquerque, NM 87102
Orders@albuquerquecc.com
 Phone: (505) 507-7444 Fax: (866)434-5427

Service/Equipment				
Quantity	Description	5 day Advance Rate	Floor Rate	Amount
	Internet Express* - Wired (10mbps)	\$ 200.00	\$ 300.00	
	Internet Basic* - Wired (100mbps)	\$ 350.00	\$ 450.00	
	Internet Premium*** - Wired (100mbps)	\$ 800.00	\$ 900.00	
	Computer Configuration Per Half hour	\$ 50.00	\$ 75.00	
	Drop Moving Fee	\$ 50.00	\$ 50.00	
	Internet Hub with 4 ports **	\$ 50.00	\$ 100.00	
	Wireless Hub with security **	\$ 50.00	\$ 100.00	
	Static IP Address	\$ 100.00	\$ 150.00	
	Telephone Lines - Analog	\$ 100.00	\$ 200.00	
	Telephone Handset	\$ 20.00	\$ 30.00	
	Cable - Cat5 w/ RJ45 connectors	\$1/foot (custom orders only)		

<i>Please Type or Print Legibly</i>	
Date of Order:	
Name of Event:	
Date of Event:	
Booth #:	
Exhibit Name:	
Contact Name:	
Phone Number:	
E-mail:	

Special Instructions

Installation note: The Albuquerque Convention Center does not guarantee specific installation times. All services are installed based on the limitations of the facility and the predetermined show schedule. SMG and/or the Convention Center guarantees that all preordered services will be installed on the day designated for exhibitor move-in. If your booth requires cable to be laid beneath carpet, please contact Albuquerque Convention Center at (505) 507-7444 to provide installation schedule and layouts.

Refunds/Claims will not be considered unless filed by exhibitor three (3) days prior to start of show.

*Internet access with one cat 5/6 RJ45 Connection and One dynamic (DHCP) IP address. Wired service requires an Ethernet network card. Wireless services requires a wireless network card. Express and Basic are a shared environment and actual speed will vary. **MANAGED ROUTERS AND SWITCHES PROHIBITED**

**Hubs require Internet Access

*** Internet Premium is dedicated, sole and separate from the shared environment. Large network configuration and pricing available, as well as faster internet speeds, Contact Albuquerque Convention Center at (505) 507-7444.

Total		\$ -
Tax 7.875%		\$ -
Total Due		\$ -

PAYMENT IN FULL MUST BE RENDERED BEFORE SERVICE IS CONNECTED

Form of Payment:
 () Enclosed is my check or money order made payable to: SMG - Albuquerque Convention Center

() American Exp () Visa () Master Card CC# _____ Do Not List CC # - Please Call _____ CVV# _____

Name on Card: _____ Exp.Date _____

Address: _____ City _____ ST _____ Zip _____

I authorize SMG - Albuquerque Convention Center to charge my credit card for services listed.

Authorize Signature _____