



**Ancillary Services Order Form**  
**Event/Show Name** \_\_\_\_\_

Company Name: \_\_\_\_\_ Exhibit Space #: \_\_\_\_\_  
 Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_  
 PRINT Name: \_\_\_\_\_  
 Date: \_\_\_\_\_ Office #: \_\_\_\_\_ Cell #: \_\_\_\_\_

**Email Address:** \_\_\_\_\_ **FOR CONFIRMATION/RECEIPTS**

**NOTE: To secure advance rate, full payment must accompany order no later than ten (10) working days prior to first exhibitor move-in date. All other orders will be charged the "At Show" rate. Payment must be made before receipt of service.**

Quantity	Service	Advance Rate	At Show Rate	Total
<b>ELECTRICAL SERVICES</b>				
_____	120V Single Phase: 0-30 Amps	\$100.00	\$150.00	\$_____

Please contact The Park if you have needs beyond 120V service.

<b>PHONE LINE SERVICES (Single Line/no instrument)</b>				
_____	Phone Line Connection	\$415.00	N/A	\$_____

<b>INTERNET SERVICES</b>				
_____	WiFi (Per Device) Daily Rate(1 day)	\$75.00	\$100.00	\$_____
_____	WiFi (Per Device) Daily Rate(3 >)	\$50.00	\$62.50	\$_____
_____	Dedicated High Speed Internet	\$426.00(Basic)	N/A	\$_____

<b>PARKING SERVICES (1<sup>st</sup> come 1<sup>st</sup> served) Vehicle Description:</b> _____				
_____	Reserved Parking Behind Bldg. No more than 12ft per space	\$150.00	\$200.00	\$_____
_____	Six Acre Lot Trailer Parking	\$75.00	\$85.00	\$_____
_____	Reserved RV Parking: Behind Liberty Hall	\$35.00 daily	\$40.00 daily	\$_____
Date(s): _____				
Arrival Time: _____				

Do you have pullouts?  Yes  No If yes, please provide dimensions: \_\_\_\_\_  
 Vehicle Dimensions: (1) \_\_\_\_\_ (2) \_\_\_\_\_

<b>OTHER SERVICES</b>				
_____	Water Drop	\$95.00	\$120.00	\$_____
_____	Drain	975.00	\$120.00	\$_____
_____	Gas	\$65.00	\$87.50	\$_____

**Total Enclosed for All Services:** \$\_\_\_\_\_

**Fees are Non-Refundable**

All Checks and Money Orders can be mailed to 800 Briar Creek Road, Suite AA506, Charlotte NC 28205  
 Attention: Administrative Services (Forms will be processed during business days within 48hrs)  
 Make Checks Payable To: The Park Expo & Conference Center  
 If paying by credit card, email completed order form to [ancillary@theparkexponc.com](mailto:ancillary@theparkexponc.com) or fax to 980.209.0724  
 3.5% Handling Fee on CC Payments

**Credit Card Information:** Card #: \_\_\_\_\_ Exp: \_\_\_\_\_ CVV Code: \_\_\_\_\_ Name on Card: \_\_\_\_\_



## **WI-FI QUICK GUIDE**

The Park Expo and Conference Center IT Services (ITS) is the exclusive provider and installer on the Facility property of all Voice, Data, and Network services (wired and wireless) including communication cabling. This includes but is not limited to all cabling fiber optic, twisted pair (Category 5 and 6), coaxial and all other data and telecommunications related cabling to meeting rooms, booths, and other locations on the Facility property.

## **PORTAL/LOGIN PAGE**

Internet Access is provided through a Captive Portal webpage with passcode prompt.

The network connection(s) provided by ITS may be used only by the Customer and cannot be resold or distributed to other companies or individuals.

## **ADVANCE RATE**

Advance Rate applies when a completed order with payment is received no later than 10 days prior to the first day of show move-in.

## **AT SHOW RATE**

At Show Rate applies to all orders 9 days before show move-in has started. Orders placed on site or after show move-in has started will be at the Advance Rate - no exceptions.

**Use of Network Connection:** (a) Services provided by ITS are intended to facilitate communications between the Customer's authorized users and the entities reachable through the Internet. Users of ITS 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 ITS services shall not disrupt any of the ITS or other associated networks as a whole or any equipment of system forming part of networks, or any services provided over, or in connection with any of the ITS or other associated networks. ITS services shall not be used to transmit any communication where the meaning of the message, or its transmission, distribution, would violate any applicable law or regulation or would likely be highly offensive to the recipient or recipients thereof.

**Wireless Specific:** (a) ITS is the exclusive provider of voice, wired and wireless data service(s) for the Facility. Wireless Devices not authorized by ITS are strictly prohibited. If Customer desires to showcase its wireless products, it must contact ITS 21 days in advance of show move-in to register their device. ITS will investigate the potential of ITS engineering a customized cohesive network to operate without interference to other Customers, (applicable charges may apply). (b) The use of any wireless device that interferes with the facility's 2.4/5 GHz wireless data frequency range is prohibited and subject to disconnection at the Customer expense.

**Internet Performance Disclaimer:** ITS does not guarantee the performance, routing, or throughput; either expressed or implied, of any data circuit (s) connectivity with regards to the internet and/or Internet backbone(s) beyond the Facility.

Only ITS personnel are authorized to modify system wiring or cabling. Material and equipment furnished by ITS for this service order form shall remain the property of ITS.

**CANCELLATION –** There is a minimum of \$150 or 10% Cancellation Fee (whichever is lower). Cancellations must be in writing. Additional cancellation charges will apply for orders that have already incurred labor, material, and/or engineering costs. Credit will not be given for service(s) installed and not used.



**Service problems must be reported to the Service Desk. Service problems will not be considered unless filed in writing by Customer prior to close of show.**

WiFi passwords will be distributed upon move-in. Please see The Park Service Desk.

#### **GENERAL INFORMATION**

- We reserve the right to refuse service.
- We cannot guarantee service prior to Show opening.
- No refund will be issued once service has been connected.
- No ancillary services orders will be taken over the phone
- No new electric and or dedicated service orders will be connected during show hours

#### **PARKING SERVICES**

The Main Parking Lot is not for truck or trailer parking. If you park in the Main Lot after the start of the Show, the vehicle may be towed at your expense. If you have a car or truck, you will need to visibly display an Exhibitor Parking Pass at a cost of \$5 per day. All spaces are 12'. **If your vehicle or trailer is longer than 12', you must rent additional space.** These vehicles & trailers are for daily restocking only. Exhibitor Daily Parking Passes must be picked up at the Show Office. Daily rate for exhibitor parking without exhibitor pass will be \$8 per day. If the Parking Pass is not visible on the vehicle or trailer, it may be towed at your expense.

If you wish to park behind Liberty, Freedom or Independence Halls - those reserved spots must be booked in advance through The Park Expo and Conference Center. Please park in the space that has been assigned to you. Parking in a space that you did not purchase may result in your vehicle being towed at your expense. You may purchase your Reserved Parking Pass in The Park's Lobby between 8am & 4pm prior to Show opening. If the Parking Pass is not visible on the vehicle or trailer, it may be towed at your expense.

**Note: Reserved spaces are not in effect until the morning of the show opening.**

#### **GENERAL INFORMATION**

- We reserve the right to refuse service.
- Park in the parking space that has been assigned to you, failure to do so may result in your vehicle being towed at your own expense.
- No parking services orders will be taken over the phone
- Notice of cancellation must be received prior to scheduled move-in, in order to receive credit. Credit will not be given for unused parking passes.
- Please display all necessary parking passes where parking attendants can see them at all times to ensure your vehicle is not towed.