

Internet Services Order Form

HICC offers exhibitors a wide range of internet connection services

Please attach all Service Order forms and return along with this form no less than 14 DAYS PRIOR to the move-in of the event to: _____

Event Manager : _____ Hyderabad International
 Convention Centre
 Phone: _____ Mob: _____ Email: _____

Name of the Event: _____ Date: _____ To : _____

Stand Name: _____ Stand Number _____

Internet Services - Summary of costs

Internet services	Bandwidth Details/hours	Price	Number of connection required	Stall no.
		INR Per day		
Internet Bandwidth	1 Mbps	10000		
Internet Bandwidth	2 Mbps	15000		
Internet Bandwidth	3 Mbps	20000		
Internet Bandwidth	4 Mbps	25000		
Internet Bandwidth	5 Mbps	30000		
Wired / Wireless Internet Connection - 24 hrs	Shared 15 mbps	1000		
Wired / Wireless Internet Connection - 09 hrs	Shared 15 mbps	700		
Video Conference Package	8hrs	20000		
Audio Conferencing	-	5000		
Call charges will be extra as per usage				
Total				

Amounts quoted in this correspondence are exclusive of taxes & service charges
 Service charge 5% and Service Tax 12.36%. Taxes are subject to change

Please attach floorplans indicating required location of cable position and stand orientation within the exhibition hall

Note: Relocation will be done as per information 24 hrs in advance and charges will apply.

Please note: This form will not be processed unless the above information is completed and supplied along with your Exhibitor Account Form

Please print this form and keep a copy for your records

Further Information

Upon receipt of your request, you will be sent a service order confirmation by fax or email detailing the charges

for the requested services. Please note that this form will not be processed unless all of the information is completed (including payment details) , and a signed copy of Terms and conditions has been returned.

It is the responsibility of the exhibitor to provide the necessary computers / laptops, with appropriate network cards that are configured correctly. (eg, with IP settings etc.) Details of the configuration will be available from Exhibitor services once the event commences. If details are required before this time, then please contact the Technical Team on + 91 964 232 6231 after your order has been confirmed. Access to the centre's network outlets is required to supply the service, therefore, if access is impeded in any way (eg, by the stand build etc) delivery of service cannot be guaranteed.

For information on other network related services which fall outside the scope of this form, please contact our Technical team on + 91 964 232 6231. On site technical assistance is available and can be arranged at a cost of INR 500 per hour if information is provided a day in advance.

Terms and Conditions of Use

The following terms and conditions must be read and acknowledged via a signature at the bottom of this page prior to the order being processed by the centre. The person ordering the services is required to sign this page and then return it along with page 1 of the service order form and the Exhibitor Account Form.

1. All services must be prepaid to Exhibitor Services by credit card, cash, EFT or company cheque (made payable to CCCPL) at least three (3) business days prior to the move-in of an event.
2. Orders received or changed after 10:00am, three (3) business days prior to the move-in date will be undertaken at the Centre's discretion and if deliverable, will incur a 10% late fee.
3. No refunds will be given if the service is cancelled within three (3) business days of the activation date or if the service is not used. Any unused data will not be refunded and any additional charges incurred during the event will be billed at the end of the event.
4. All claims/disputes must be brought to the attention of the technical team prior to the move-out of the event. Refunds will not be issued for defective services not reported prior to move-out of the event.
5. All prices quoted are exclusive of govt. applicable taxes and are subject to change without notice.
6. Internet services provided by the Centre are not for resale. Any services found to be used for these purposes will be disconnected immediately.
7. All of the Centre's equipment must remain on the premises at all times. It is the exhibitor's responsibility to return any equipment issued back to event services.
8. The Centre will not accept responsibility for damage or delays caused by unsatisfactory installations carried out by personnel other than the Centre's technical team staff, or for insufficient time allowed for connection and testing of services.
9. The Centre suggests that exhibitors utilise the most current operating system updates, anti-virus signatures and firewall configurations as a bare minimum. It is solely the exhibitor's responsibility to ensure these protective measures are taken and supported by their own technical staff/contactors.
11. Any connections identified as compromising the stability or usability of the network will be disconnected and not reinstated until the problem has been rectified to the satisfaction of the Centre's technical Team.
12. The Centre takes all reasonable precautions to ensure that protection policies are applied by all users, however, it cannot guarantee complete protection.

I have read and understand the above terms and conditions of contract and agree to abide by them.

Name: _____

Signature: _____

Date _____