



## Exhibitor Internet Service Order Form Hilton San Diego Bayfront

**\*PLEASE READ THOROUGHLY TO ENSURE A COMPLETE SERVICE REQUEST\***

1. **Fill out the accompanying forms completely:** include contact (ordering and onsite), payment information and signatures on all faxed or mailed service requests.
2. **Using a credit card for payment: Please contact Cindy Esteban at 619-321-4276 for all Credit Card payments. Payments can't be sent via fax or email or on any paper form. Charges will be posted immediately.**
3. **Include service drop location within your booth:** On the bottom of the order form is a diagram for service location. Simply fill in the blank lines with orientation (i.e. front, back and/or adjacent booth numbers) and mark an (X) within the diagram for drop location. **\*\*\*Charges may apply for service relocations\*\*\***
4. **Additional network devices (more than one):** When ordering services you will receive one routable IP Address, any additional devices using network resources (regardless of IP addressing scheme) will be subject to an additional device fee, charged per device. Simply order additional device/IP addresses for these connections (in excess of the one included IP address), all hubs and cabling will be provided.  
  
**\*\*\* You will not be permitted to use access points, switches or hubs without paying for the additional devices\*\*\***
5. **Terms & Conditions:** Please read through the accompanying terms and conditions as you are acknowledging such with your order form signature.
6. **Services not covered by this form:** More network solutions such as; VLAN(s), videoconferencing, Wi-Fi Hotspots, Webcasting and more are available upon request. Email requests for a customized solution to Cindy Esteban at [Cindy.Esteban@Hilton.com](mailto:Cindy.Esteban@Hilton.com)
7. **Fax or mailing your order: Please fax completed orders to 619 321-4373. If sending via mail please mail to Hilton San Diego Bayfront ATTN: Cindy Esteban, 1 Park Boulevard, San Diego, California, United States 92101. Please be sure to include the following when placing your order.**
  - a. **A completely filled out exhibitor form:** including ordering/onsite contact info, set-up time and service location diagram.
  - b. **A completely filled out payment Signature form:** Via Check to be mailed. **Please note Credit Card info must be called in to Cindy Esteban at 619-321-4276. Credit Cards will be processed immediately. Do not mail or fax or attach any Credit Card info to this form.**
  - c. **Make sure both the order and payment forms are signed: this will make sure there are no delays in your service request(s).**
8. **Questions? Contact Hilton San Diego Bayfront - 619-321-4276 (PST) or Email to [Cindy.Esteban@Hilton.com](mailto:Cindy.Esteban@Hilton.com)**

# Exhibitor Internet Service Order Form Hilton San Diego Bayfront

\*\*\*NO STAMPS PLEASE - FILL IN ALL FIELDS OR YOUR ORDER WILL NOT BE PROCESSED\*\*\*  
PLEASE PRINT LEGIBLY

## Customer Information

## Show Information

Company Name:		Ordering Contact Email:			
Ordering		Ordering Contact		Booth Number:	
Contact: On-Site Contact:		Phone: Onsite Cell Phone:		Set Up Date/Time:	
Company Address:				Strike Date/Time:	
City:	ST:	ZIP:		Exhibit Room:	
Show Name:				Show Dates	

**\*\*Shared Ethernet Network Access to (up to 500Mbps) \*\*** 10/100 Mbps, RJ-45 Ethernet Connection with 1 IP Address, see below for additional connections. **WIRED\_\_\_\_\_ WIRELESS\_\_\_\_\_**

**PLEASE NOTE THERE IS A 24% ADMINISTRATIVE FEE ADDED TO ALL ORDERS**

<i>High Speed Ethernet Service (per booth)<sup>1</sup></i> <i>Exhibitor HSIA Services are billed as a one-time fee.</i>			Discount <sup>1</sup>	Standard	Total
Circle One					
<input type="checkbox"/> One Day Exhibit	→	→	\$650.00	\$850.00	
<input type="checkbox"/> Two Day Exhibit	→	→	\$850.00	\$1,050.00	
<input type="checkbox"/> Three or More Day Exhibit	→	→	\$1,050.00	\$1,250.00	
<i>Additional Services are billed as one-time fee<sup>2,3</sup></i>					
<input type="checkbox"/> Additional IP address (each) auto-assigned once connected to network	QTY		\$125.00	\$150.00	
<input type="checkbox"/> Additional Routable Static IP address (each) assigned by Hilton San Diego Bayfront			\$150.00	\$200.00	
			<b>Total - (before 24% Administrative fee)</b>		

1. Orders received with payment **15 days prior** to first show date qualify for discount price.
2. Client must pay for each device connected to the network (wired or wireless) regardless of addressing scheme used. To maintain network integrity, **exhibitors are required to get prior approval from Hilton San Diego Bayfront in order to setup their own networking equipment on the provided connection(s)** (info required: WAP SSID, Channel and WEP encryption key of your access point).
3. Cables and 10/100 auto-sensing switch is included with multiple device orders.

\*Subject to \$150 charge if switch is not returned or returned damaged after use\*

### Booth Layout Diagram:

Provide orientation and mark service location with (X).  
Please provide any additional information that is pertinent.

BACK



FRONT

By placing this order, the undersigned agrees to terms, conditions, limited liability and acceptable use policy as stated at the end of this form

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

Exhibitor Internet Service Order Form  
Hilton San Diego Bayfront

**Payment Authorization**

***Payment Information***

Company Check or Money Order

**Hilton San Diego SO# (Completed by Hilton Staff)** \_\_\_\_\_

**MAKE PAYABLE TO:  
HILTON SAN DIEGO BAYFRONT**

**Total:** \_\_\_\_\_

**+ 24%:** \_\_\_\_\_

***Grand Total:*** \_\_\_\_\_

**MAIL TO: HILTON SAN DIEGO BAYFRONT, ONE PARK BLVD, SAN DIEGO CA 92101  
ATTN: CINDY ESTEBAN**

***Credit Card Payment:***

**Please contact the Cindy Esteban at 619- 321- 4276 for payment via Credit card,  
please note, Credit card Payments will be processed immediately.**

**\*\*DO NOT SEND CREDIT CARD INFO VIA FAX OR EMAIL\*\***

**\*\*Services must be paid for prior to event start date. \*\***



# Exhibitor Internet Service Order Form

## Hilton San Diego Bayfront

### General Terms & Conditions

**1. Services.** Hilton's network management services (the "Services") may include Connection to the Internet. In order to provide Internet connectivity, Hilton shall: (a) manage all data circuits; (b) ban all unauthorized wireless access points and signals - otherwise known as Rogue APs; (c) provide on-site technical assistance, as needed and in the reasonable discretion of the parties; and (d) provide a twenty-four (24)-hour telephone support and Monitoring of the network and all network equipment from its network operations center - NOC.

**2. Policies Incorporated by Reference.** Hilton's Privacy Policy and Acceptable Use Policy, as such may be amended from time to time, each of which is posted on Hilton's Web site at [www.Hilton.com/Hospitality](http://www.Hilton.com/Hospitality), are hereby incorporated by this reference as if fully set forth herein, and Customer shall be bound by the terms thereof.

**3. Configuration by Hilton.** In the event that Hilton configures any of Customer's hardware and/or software so that the Customer may use the Services, such configuration shall be undertaken with reasonable care and in keeping with standard industry practices. Under no circumstances shall Hilton be liable to Customer for any damage caused by such configuration, and Hilton makes no representation or warranty that any such configured hardware or software shall be in fact be compatible with the Services or returned to its original condition or configuration at any time. Any re-configuration of Customer's hardware and/or software shall be undertaken by Customer at its sole risk and expense.

**4. Limitation of Security.** Customer acknowledges that messages sent over the Internet are not guaranteed to be completely secure, and Customer shall not hold Hilton responsible for any damages caused by any delay, loss, diversion, alteration or corruption of any messages or data which are sent or received through or by means of the Services. Communications over the Internet may be subject to interruption, transmission blackout, delayed transmission due to Internet traffic or incorrect data transmission due to the public nature of the Internet or otherwise, and Hilton shall not be liable for any loss or damage resulting therefore. All activities conducted in connection with Customer's use of the Services are at Customer's own risk. Hilton does not warrant the security of any information Customer may forward or be requested to provide to any third parties.

**5. No Warranties.** Customer acknowledges that it is technically impracticable to provide Services free of faults, and Hilton does not undertake to do so. Hilton hereby warrants that it shall perform the Services in accordance with the terms hereof. SERVICES ARE PROVIDED ON AN "AS IS" AND "AS AVAILABLE" BASIS AND ALL OTHER WARRANTIES ARE HEREBY EXPLICITLY DISCLAIMED, INCLUDING WITHOUT LIMITATION, ANY AND ALL WARRANTIES OF MERCHANTABILITY AND/OR WARRANTIES OF FITNESS FOR ANY PARTICULAR PURPOSE. Without limiting the foregoing, it is agreed and understood that while Hilton is obligated to facilitate connectivity to the Internet as a part of the provision of the Services, Hilton makes no representation whatsoever as to the functionality of the Internet itself. Customer acknowledges that ultimate connectivity to the Internet depends in substantial part on the capacity of hardware, software and other means and devices which are beyond the ability of Hilton to control or manage.

**6. Limitation of Liability.** Neither Hilton nor its affiliates shall be liable to Customer or any third party on account of any claim; loss; lost revenues or profits; consequential, indirect, incidental or punitive damages; costs; court costs and attorneys' fees; expense or liability suffered, incurred or sustained by Customer from any cause arising from or relating to this Agreement, including, without limitation, damages claimed as a result of any temporary or permanent failure of availability or performance of the Services, unless such claim, loss, damage, cost, expense or liability stems from the willful breach or gross negligence of Hilton relating to its obligations under this Agreement. Hilton's entire liability for any claim, loss, damage or expense from any cause arising out of or related to this Agreement, whether based on contract, tort, warranty or on any other legal or equitable ground shall be limited solely to money damages and shall in no event exceed sums actually paid for the Services provided pursuant to this Agreement.

**7. Indemnification.** Customer shall indemnify and hold harmless Hilton, the owner and manager of the property where the Services are provided, as well as each such party's officers directors, employees, agents and assigns, from and against any claims which may result from damages caused to Customer and/or any third parties by virtue of Customer's use of the Services and any failure thereof and all loss, cost, damage, expense or liability, including, without limitation, court costs and attorneys' fees, arising out of, in whole or in part, directly or indirectly, intentional violations of any applicable law or governmental regulation by Customer. Further, Customer acknowledges that Hilton has no control over the content of information transmitted by Customer or its users and that Hilton does not examine the use to which Customer or its users put the Services or the nature of the information Customer or its users send or receive. Customer shall indemnify and hold Hilton, its stockholders, officers, directors, employees and agents harmless from any and all loss, cost, damage, expense or liability relating to or arising out of the transmission, reception, and/or content of information of whatever nature transmitted or received by Customer or its users.

**8. Service Interruptions, Modifications, and Instructions.** Customer agrees that Hilton may, as required in its sole discretion: (a) temporarily suspend the Services for the purpose of repair, replacement, maintenance or improvement of any of Hilton's equipment, software or telecommunication services; (b) vary the technical specification of the Services for any reason; or (c) give instructions about the use of the Services resulting from any applicable law, rule, or regulation. Such instructions shall be deemed to form part of this Agreement.

**9. Dispute Resolution.** In the event that this Agreement and/or the Services become the subject of a dispute between the parties, such dispute shall be resolved between the parties exclusively through arbitration, in accordance with this Section 9 and the commercial dispute resolution procedures of the American Arbitration Association. Each party shall select one person to act as an arbitrator, and a third arbitrator shall be chosen by the first two arbitrators (such three arbitrators, the "Panel"). The judgment on the award rendered by the Panel may be entered in any court having competent jurisdiction and shall be final, non-appealable and conclusive and binding upon the parties. The arbitration shall be held in Washington, D.C. Each party shall bear its own expenses incurred in any such arbitration. The arbitrator shall not be empowered to award costs, fees or damages in excess of the limitations imposed herein to either party.

#### 10. Miscellaneous.

A. Force Majeure. Hilton shall not be liable for its failure to perform any of its obligations herein if such failure results from delays, failure to perform, damages, losses or destruction, or malfunction of any equipment or any consequence thereof caused or occasioned by, or due to fire, flood, water, the elements, labor disputes or shortages, utility curtailments, power failures, explosions, civil disturbances, governmental actions, shortages of equipment for supplies, general disruption of the Internet, unavailability of transportation, acts or omissions of third parties, acts of God, or any other cause beyond Hilton's reasonable control.

B. No Waiver. The failure of either party to enforce or insist upon compliance with any of the provisions herein or the waiver thereof, in any instance, shall not be construed as a general waiver or relinquishment of any other provision hereof.

C. Binding Effect; Amendment. This Agreement shall be binding upon and enforceable against Customer and anyone using or accessing the Services by or through Customer, as an employee, agent, invitee or otherwise, and Customer shall be responsible for the conduct of such persons. This Agreement may not be amended except by an instrument in writing, executed by the parties.

D. Notices. All notices, requests, consents, and other communications hereunder shall be in writing and shall be deemed effectively given and received upon delivery in person, or one business day after delivery by national overnight courier service or by telecopier transmission with acknowledgment of transmission receipt, in each case addressed to the parties to this Agreement.

E. Merger. This Agreement supersedes and merges all prior agreements, promises, understandings, statements, representations, warranties, indemnities and covenants and all inducements to the placing and accepting of this Agreement relied upon by either party herein, whether written or oral, and embodies the parties' complete and entire agreement with respect to the subject matter hereof. No statement or agreement, oral or written, made before the execution of this Agreement shall vary or modify the written terms hereof in any way whatsoever.

F. Third Party Beneficiaries/Parties in Interest. This Agreement has been made and is made solely for the benefits of parties, and their respective successors and permitted assigns. Nothing herein or in this Agreement is intended to confer any rights/remedies on any third party.

G. Relationship of the Parties. Each party hereto shall conduct itself under this Agreement as an independent contractor and not as an agent, partner, joint venture or employee of the other party, and shall not bind or attempt to bind the other party to any contract. Nothing contained herein or in this Agreement shall be deemed to form a partnership or joint venture between the parties.

H. Severability. If any term or provision of this Agreement is determined to be illegal, unenforceable, or invalid in whole or in part for any reason, such illegal, unenforceable, or invalid provisions or part(s) thereof shall be stricken therefore and such provision shall not affect the legality, enforceability, or validity of the remainder of this Agreement. If any provision, or part thereof, of this Agreement is stricken in accordance with the provisions of this section, then the stricken provision shall be replaced, to the extent possible, with a legal, enforceable, and valid provision that is as similar in tenor to the stricken provision as is legally possible.

I. Governing Law. This Agreement shall be governed by the laws of the Commonwealth of Virginia, regardless of its laws regarding conflicts of laws.



PLEASE FILL OUT ON COMPUTER  
BEFORE SENDING TO PSAV



**Exhibitor Order Form 2017**

Phone: 619.321.4305 Fax: 619.321.4345 Email:

**CUSTOMER INFORMATION**

*Name of Conference		*Booth #	
*Company		*On-site Contact	
*Address		*On-site Cell	
*City	*State & Zip	<b>Onsite Deliver/Setup:</b>	
*Ordered By	Fax	Delivery Date	* Required Field
*Phone	*Email		

**ALL POWER PRICING IS FOR THE LENGTH OF SHOW** Please call or email for power not listed on this form.

Power 120 V	Standard Rate	Quantity	ETS fee	Total
5 Amps (600w Max)				
10 Amps (1200w Max)				
15 Amps (1800w Max)				
20 Amps (2400w Max)				

**ALL AV PRICING IS PER SHOW DAY AND INCLUDES POWER FOR PSAV EQUIPMENT** Please call or email for items not listed on this form.

Video	All monitors come with floor stands	Call for additional sizes	Standard Rate	Quantity	Days	ETS fee	Total
23" LCD Flat Panel Computer Monitor (16:9)							
32" Flat Panel Video and Data Monitor (16:9)							
46" Flat Panel Video and Data Monitor (16:9)							
55" Flat Panel Video and Data Monitor (16:9)							
63" Flat Panel Video and Data Monitor (16:9)							
80" Flat Panel Video and Data Monitor (16:9)							
Screen pkg for personal projector (6' screen, cart, cables)							
Blu-Ray Player							
DVD Player (USA Region 1 NTSC)							

**Computers**

	Standard Rate	Quantity	Days	ETS fee	Total
PC Laptop					
MacBook					

**Audio**

	Standard Rate	Quantity	Days	ETS fee	Total
Powered speaker w/ 3.5mm audio cable for computer audio					
Presentation Package - Wireless mic, mixer, 2 powered speakers on stands					

**Miscellaneous**

	Standard Rate	Quantity	Days	ETS fee	Total
Power Strip & Extension Cord					
Flip chart w/ paper ; 4 color markers					
Flip Chart w/ Post-it paper ; 4 color markers					

**Rigging** Call for quote



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BEFORE SENDING TO PSAV

#



**Exhibitor Order Form 2017**

**Terms & Conditions**

Please allow 72 hours to confirm your order. If you do not receive a confirmation from PSAV, your order has not been received. Your card WILL be charged approximately 1-3days post show start date.

Cancellations received within 24 to 48 hours of the scheduled delivery date are subject to 50% of the order total. Those received less than 24 hours or the day of scheduled delivery (onsite cancellations or no shows) are subject to the full amount.

PSAV will **NOT** deliver equipment to an unattended booth. An authorized representative must sign for all equipment.

1. In the event order totals are calculated incorrectly, PSAV reserves the right to make the necessary corrections and charge the corrected amount. Exhibitors will be notified by email or fax of any such corrections.
2. Outlet rates listed include bringing the services to one location in island booths and to one location at the rear of in-line and peninsula booths.
3. Outlet rates listed do not include the connection of any equipment, special wiring, or distribution of the outlets to other location's within the booth space. Distribution to all other locations regardless of booth type require labor and is performed on a time and material basis. Exhibitors are invited to contact the local PSAV office to discuss any additional costs that may be incurred.
4. A separate outlet must be ordered for each location where an electrical service is required. 5 amps or 600 watts is the minimum amount of power that can be ordered for any one location. Power must be ordered according to peak amperage ratings.
5. PSAV employees are authorized to cut floor coverings when essential for installation of services unless otherwise directed.
6. PSAV is the exclusive provider of all material and equipment used in the distribution of temporary electrical services throughout the exhibit hall including the exhibitors booth space. This material is provided on a rental basis ONLY and remains the property of PSAV. It shall be removed by PSAV employees only.
7. Standard wall and other permanent building utility outlets or sockets are not part of a booth space and may not be used by exhibitors unless electrical services have been ordered through PSAV.
8. All equipment regardless of source of power, must comply with federal, state and local codes. PSAV reserves the right to inspect all electrical devices and connections to ensure compliance with all codes, for which labor charges can be incurred. PSAV is required to refuse connections where the Exhibitor wiring or equipment is not in accordance with electrical codes.
9. All electrical equipment must be properly tagged and wired with complete information as to the type of current, voltage, phase, cycle, horsepower, etc., required for operation.
10. All Exhibitors' cords must be a minimum of 14 gauge, 3 wire and grounded. Two (2) wire extension cords are not allowed. All exposed, non-current carrying metal parts of fixed equipment which are liable to be energized, shall be grounded.
11. A completed Power Request Form and method of payment must be in place before power services will be energized. Payment will be processed 1-3 days after the close of the event.
12. Credit will not be given for services installed and not used. All orders are subject to a 25% cancellation fee if cancelled in writing & received by PSAV within 14 calendar days prior to show opening. Except sales tax, PSAV will not refund overpayment in amounts less than \$50.00 unless specifically requested in writing.
13. Claims will not be considered or adjustments made unless filed in writing by Exhibitor prior to the close of the event.
14. Exhibitor holds PSAV harmless for any and all losses of power beyond PSAV's control, including, but not limited to, losses due to utility company failure, permanent power distribution failure, power failure caused by vandalism, faulty Exhibitor equipment or overloads caused by any Exhibitor.
15. It is agreed that in the event it becomes necessary to turn this matter over to an attorney for collection, or to file a lien, or foreclosure, or otherwise, Exhibitor will pay PSAV its attorney fees or applicable agency fees.
16. A service charge of 1.5% per month on any unpaid balances will be assessed starting 10 days after date of invoice. A \$25.00 service charge will be assessed for all returned checks and credit cards. Exhibitor agrees to reimburse PSAV for all applicable rental taxes.
17. Power will be located at the back of the booth unless a layout map has been provided before the load in of the booth materials and carpet, if any, has been installed.

By signing below you agree to **all listed Terms and Conditions.**

**ETS fee** Associated labor for equipment setup, strike, and support is charged as a 23% Event Technology Support (ETS) fee.

**Tax Exempt Status** If you are exempt from payment of sales tax, we require an exemption certificate from the State.

<b>Subtotal</b>	
<b>Ca. Tax Total</b>	

**PAYMENT INFORMATION** **Paying by Check**

(Check one)

Name on Card	Company
Card Number	Billing Address
Expiration Date MM / YY	CVV code
State/Zip	City
Card Holder Signature	Phone Number

**Receipts will be sent to the email provided, 3-5 days post-event**

PSAV reserves the right to modify this form at any time.

Modified 021517 v5.01