



## TECHNICAL SERVICES ORDER FORM

**Fillable Form: Please save the form to your  
Desktop and open in Adobe Reader**

### Overview

The South San Francisco Conference Center offers fiber-optic internet connectivity on a Gigabit backbone. Free Wi-Fi access in all areas of the building is provided at a complimentary basic speed of 256Kbps with the ability to increase network speed (bandwidth) at competitive rates.

### On-Site Wi-Fi Upgrades (Per Day, Per Device)

Attendees and vendors may also purchase Wi-Fi upgrades on-site through their mobile device. To purchase an upgrade, each attendee/vendor will need to connect to 'SSFCC-Upgrade' and follow the instructions on their mobile device by selecting a 'Level' and entering their credit card information.

Level	Cost	Speed	Description
<b>Silver</b>	\$ 9.95	2 Mbps	Medium Video Streaming (I.e. YouTube SD), Midsize File Downloads & Email Attachments
<b>Gold</b>	\$ 14.95	5 Mbps	Heavy Video Streaming (I.e. YouTube HD, Netflix), Large File Downloads & Email Attachments

### Pre-Paid Wi-Fi Guest Pass Rates (For the Duration of the Event)

The client in charge of the event may purchase high-speed Wi-Fi Guest Passes for attendees of the event. Wi-Fi Guest Passes work throughout the building and are good for the duration of the event. The pre-paid Guest Passes provide speeds up to 5 Mbps per device.

Number of Users	Cost
Up to 10 users	\$ 100.00
Up to 50 users	\$ 300.00
Up to 100 users	\$ 500.00
Up to 200 users	\$ 750.00
Up to 500 users	\$ 1,000.00
More than 500 users	\$ 1,500.00

### Hard-Wired Internet Line

Hard-wired lines are recommended for web-based presentations, webcasting, and heavy streaming or broadcasting. Comcast Wired LAN (Ethernet Service) is **\$500.00 per line for the duration of the event.**

### Electrical Usage

The Conference Center can provide basic electrical services. If your event requires power, please provide a brief description of your power requirements or any equipment that will be used during your event:



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Event Name:		Date:	
Event Date(s):		Date/Time Requested:	
Authorized Client Contact:			
Authorized Exhibitor Contact:		Exhibit Table/Booth #:	
Address:			
City:		State:	Zip:
Telephone:		Fax:	E-mail:
On-Site Contact:		On-Site Telephone #:	

### SERVICE ORDER

- Pre-Paid WiFi Guest Pass:
- Comcast Wired LAN Ethernet Service
- Ethernet Hub/Switch Rental
- Running Ethernet Lines
- Firewall, DHCP Device Preconfigured for NAT
- Labor Rate for Technical Services to Configure Equipment, Resolve Computer Issues, etc... (1 hr. minimum)
- Wireless Help Desk (4 hr. minimum)

*Clients/exhibitors are responsible for setup and configuration of desktop, laptop, and/or tablet computers. Hardware must include Ethernet network adaptor with RJ45 connector; software must be set up for TCP-IP protocol*

- Digital Telephone Line with Assigned Number  
Terminated on a RJ11 Jack Instrument Required?

*Local and long distance calls billed at applicable per minute call rates following the event. Clients/exhibitors are responsible for pre-programming all personal equipment; i.e. credit card terminals, modems; for dial "9" access to outside line.*

### Payment

Card Holder Name:			
Card Number:		Security Code:	Expiration Date:
Card Holder Billing Address:			
Card Holder Signature:		Date:	
<b>Total Amount Authorized to be Charged on the Credit Card:</b>			