

# IT SERVICES ORDER FORM

Kentucky International  
Convention Center  
221 South Fourth Street  
Louisville, Kentucky 40202  
[kyconvention.org](http://kyconvention.org)



## Online Ordering Now Available at [kyconvention.com/exhibit/order-services](http://kyconvention.com/exhibit/order-services)

Credit card information is **ONLY** accepted online or by phone. Advance orders must be completed online or postmarked with payment no later than (21) days prior to the first show day. Any order made after the designated advance date will be charged the regular rate. For information regarding services and payment procedures, please call **(502) 595-3575**.

CONTACT INFORMATION		
Event Name		Event Date(s)
Company Name		Booth Number
Contact Person		
Mailing Address		
City	State	Zip
Phone	Email	

SERVICE	ADVANCE RATE	FLOOR RATE	TOTAL
<b>Shared Internet (Routers Prohibited)</b>			
Shared Internet Service (up to 10 Mbps)	\$1,020	\$1,295	\$ _____
Additional Devices for Broadband Service, per Device up to 4	\$155	\$220	\$ _____
<b>Dedicated Internet (Routers Allowed)</b>			
Dedicated 3Mbps	\$3,340	\$4,790	\$ _____
Dedicated 6Mbps	\$5,395	\$7,560	\$ _____
Dedicated 10Mbps	\$7,345	\$10,265	\$ _____
Dedicated 15Mbps	\$11,450	\$14,300	\$ _____
Dedicated 20Mbps	\$14,590	\$18,900	\$ _____
<b>Equipment &amp; Labor</b>			
Switch Rental - up to 24 ports	\$170	\$225	\$ _____
Patch Cable	No Charge	No Charge	\$ _____
Labor/Floor Work (Fee per Hour)	\$105	\$125	\$ _____
Fiber Optic Dry Pair	\$890	\$890	\$ _____
VLAN Setup & Configuration	\$2,835	\$2,835	\$ _____
Internal Networking Room-to-Room, per Connection	\$275	\$395	\$ _____
Change/Move Fee (Moving Connection Once Installed)	\$110	\$165	\$ _____
<b>Voice Services</b>			
Single Line (No Analog)	\$225	\$340	\$ _____
Speaker Phone w/PolyCom Unit	\$340	\$470	\$ _____
Optional Telephone Services (Multi Line Phone Set)	\$340	\$395	\$ _____
Special Quote - Please Attach a Statement of Work	Call	Call	\$ _____
<b>Wi-Fi</b>			
<b>Per Device, Per the Requested Days at 3 Mbps</b>			
24 Hours	\$21.99	\$21.99	\$ _____
3 Days	\$57.95	\$57.95	\$ _____
5 Days	\$88.95	\$88.95	\$ _____
Square/Clover Credit Card Devices (24 Hours/Requires IT Technician)	\$21.99	\$21.99	\$ _____
Dedicated Wi-Fi Hot Spot	Call	Call	\$ _____
<b>GRAND TOTAL</b>			\$ _____

All work performed on equipment by KICC service personnel including repairs, tracing malfunctions, etc., is charged prevailing rates at one-hour increments (one-hour minimum). Orders received less than 36 hours prior to show may not be installed in time for opening. Prices are subject to change without notice.

If you prefer to pay by check, please complete this service order form and submit to the address below.  
**Kentucky State Fair Board | ATTN: FINANCE DEPT. | PO Box 37130 | Louisville, KY 40233**