



Phone: (905)529-8217

Web: www.carelynx.com

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400 Longwood Rd, South, Hamilton, Ont, L8P 4Z3

Email: it\_support@carelynx.com

**Telephone and Internet Services Order Form**

Show Name:

Show Date:

Company:		Contact Name:			
Address:		City/Prov:		Postal Code:	
Phone #:		Fax #:		Booth #:	
Email Address:					

PRODUCT	QTY	DESCRIPTION	Early Bird	Show Price	Total
Internet		Wired Internet	\$260.00	\$360.00	
		Wireless Internet	\$125.00	\$150.00	
Telephone		Analog Service (ISDN, Phone)	Please call for Order Info		
		Digital Service	\$200.00	\$260.00	
		Inbound Telephone Number    Area Code:	\$10.00	\$20.00	
Fax		Fax Line	\$180.00	\$220.00	
		Inbound Telephone Number    Area Code:	\$10.00	\$20.00	
Debit/Credit Machine		Telephone line	Please call for Order Info		
		Internet line	\$220.00	\$320.00	
Equipment Rental		Basic Telephone	\$80.00	\$135.00	
		Ethernet Switch/Splitter	\$300.00	\$395.00	
		Ethernet Router/Firewall	\$400.00	\$495.00	
		All equipment is subject to a deposit fee	\$200.00	\$200.00	
Cables		6ft Ethernet Cable	\$10.00	\$15.00	
		10ft Ethernet Cable	\$15.00	\$22.00	
		3ft Ethernet Cable	\$6.00	\$10.00	
		6ft Phone Cable	\$10.00	\$15.00	
		10ft Phone Cable	\$15.00	\$22.00	
		3ft Phone Cable	\$6.00	\$10.00	
		Power Bar	\$40.00	\$60.00	
Onsite Technical Assistance		4hrs of Technical Assistance	\$380.00	\$460.00	
		Per Hour Technical Service	\$140.00	\$175.00	
				<b>Subtotal</b>	
				HST	
				<b>TOTAL</b>	

1. Early bird rates are for orders received 15 business days prior to the show
2. A per hour technical service charge is applicable to move/charge location (if possible) of a already installed line (internet or phone)
3. Payment in full must accompany all orders. Any orders received 14 days (or later) before the show date can not be guaranteed without confirmation. Services order during the show may be subject to an additional 25%
4. Technical Services are billed at a minimum of 1 hour

I have the legal authority to order the above items for the company.

**AUTHORIZED CUSTOMER SIGNATURE:**

**PRINT NAME:**

**DATE ORDERED:**

**Payment Methods: Cash or Cheque**  
 Please make Cheques payable to Carelynx Corporation and mail to *400 Longwood Rd, South, Hamilton, Ont, L8P 4Z3* .  
 Cash payment can be made in person at the address shown above or payed to the Carelynx representative on the move in date of the show.

## Policies

1. Carelynx Corporation is the sole provider of telephone, fax, hard wired and wireless internet service in the Careport Centre. No connection can be resold
2. Each paid connection is to be used by one computer only. Splitting/Sharing of a connection will require prior consent and may be subject to a additional charge of **\$100.00** per connection
3. Carelynx is responsible for the functionality of services. If there are issues with the service provided and Carelynx can determine the issue is with customer equipment a per hour charge may apply to further diagnose the issue
4. All wireless network components must be secured to prevent general public access. Customer installed equipment is not allowed to provide wireless internet access.
5. Carelynx is responsible for the functionality of services. If services are affected by equipment not supplied by Carelynx additional per hour charges may be applied if we are required to fix the issue
6. All telephones and other equipment (the "Equipment") provided by Carelynx to the customer will remain the property of Carelynx at all times, and must not be removed from Careport Centre premises. ***The Customer is responsible for all applicable charges as well as the Equipment at all times while the Equipment is under the care, custody or control of the Customer.***
7. Carelynx will pick up any equipment at the conclusion of the event.
8. Failure to return the Equipment to Carelynx will result in Carelynx retaining the deposit
9. Services ordered and installed but not used, will **NOT** be refunded.
10. Any deposit fees to be credited shall be after the show has closed
11. Additional charges may be incurred if the above policies are not abided by.
12. Any violation of the policies may result in termination of services.

All claims or discrepancies must be settled at Careport Centre prior to the show closing.

**CUSTOMER SIGNATURE:**

**PRINT NAME:**

**DATE:**

## Requirements for Access

### Wireless

1. A device that is equipped with a wireless card or USB dongle that supports 802.11 b/g and WPA2 encryption

### Wired

1. A device that is equipped with a Ethernet card
2. TCP/IP set to obtain and IP address automatically

### Debit/Credit Machines

1. Before ordering services for debit/credit machines please verify what type of connection is required by your terminal/provider.
2. Please verify with your provider the type of telephone line supported by your particular device/provider system if telephone is required.

## Telephone/Internet Install Location

If you require a hard wire Telephone and/or Internet Line to be installed in a specific location (within your booth) please include those details below. Move/Change location fees may be applicable after the service has been installed.