

MEDIA SERVICES RATE CARDS

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Media Center Overview

The Media Center shall consist of a total of 640 spaces, including standard unassigned media workstations; assigned standard workstations; assigned editing suites/offices, and assigned TV stand-up locations. A description of each can be found on the applicable Rate Card & Order Form.

No fewer than 500 **unassigned workstations** will be available at no charge to the media. Open seating applies; reservations not required nor accepted. The unassigned workstations are in a shared environment and each includes a 32" wide x 24" deep (approx 0.8m x 0.6m) work surface, one (1) chair, two (2) standard-service electrical outlets (2-pin U.S. standard), WiFi (limited), and overhead ambient (fluorescent) lighting.

The quantity of assigned spaces is limited. In order to receive an **assigned space** of any kind in the Media Center, upgraded services must be purchased. These assigned spaces shall be allocated on a first-come, first-served basis and are secured by filling out the appropriate Rate Card & Order Form and returning to Hargrove, accompanied by full payment **by no later than Monday, July 21, 2014**.



General Information

Location & Dates

United States Institute of Peace
2301 Constitution Avenue, NW
Washington, DC 20037
USA

Tuesday, August 5 to Wednesday, August 6, 2014

Media Access Days & Hours

Monday, August 4	24-hour access begins at 7:00 AM
Monday, August 4	TBD – Security Sweep begins; no Media access
Tuesday, August 5	24-hour access
Wednesday, August 6	24-hour access
Thursday, August 7	7:00 AM – Media must be cleared of the facility

Advance Order Deadline

Discount prices apply to orders received with payment in full no later than: **Monday, July 21**

For additional information:

Phone: +1 301.306.4627

Email: customerservice@hargroveinc.com

Include your company name, contact information and "African Summit" in any voicemail or email messages.

Advance Shipping of Materials

Advance shipments of materials will be accepted from Wednesday, July 16 at 8:00 AM until Friday, August 1 at 4:00 PM. Material handling fees will apply.

Advance shipping address:

(Your Company Name)

African Summit

c/o Hargrove

1 Hargrove Drive, Dock 2

Lanham, MD 20706

USA

Direct Shipping of Material

There is **NO DIRECT SHIPPING** to this event.

All materials must be consigned to Hargrove and shipped to the advance warehouse. Any shipment sent directly to the USIP may be refused and/or will be subject to material handling fees plus a 75% direct-shipping surcharge. If your materials cannot arrive at the advance warehouse on or before Friday, August 1, contact Exhibitor Services at 301.306.4627 or customerservice@hargroveinc.com.



Rate Card Contacts

Hargrove Media Services – Standard Rate Card Orders

Hargrove Customer Service
Telephone: +1 301.306.4627
Fax: +1 301.731.5438
Email: customerservice@hargroveinc.com

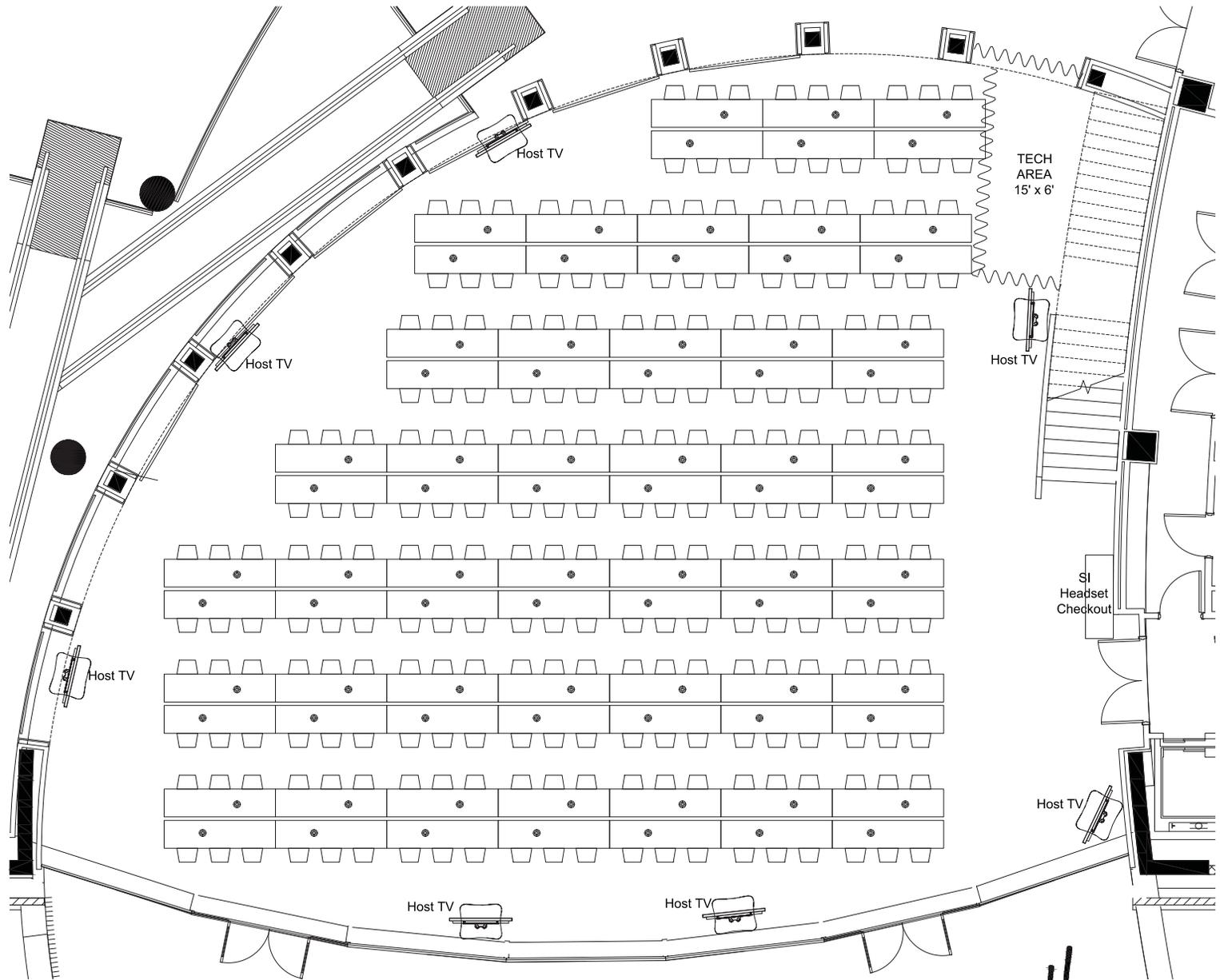
Hargrove Media Services – Custom Rate Card Orders

Ron Nicynski
Hargrove
Cell: +1 443.623.2017
Fax: +1 301.306.9318
Email: ronnicynski@hargroveinc.com

Showcall Technical Services – Rate Card Orders

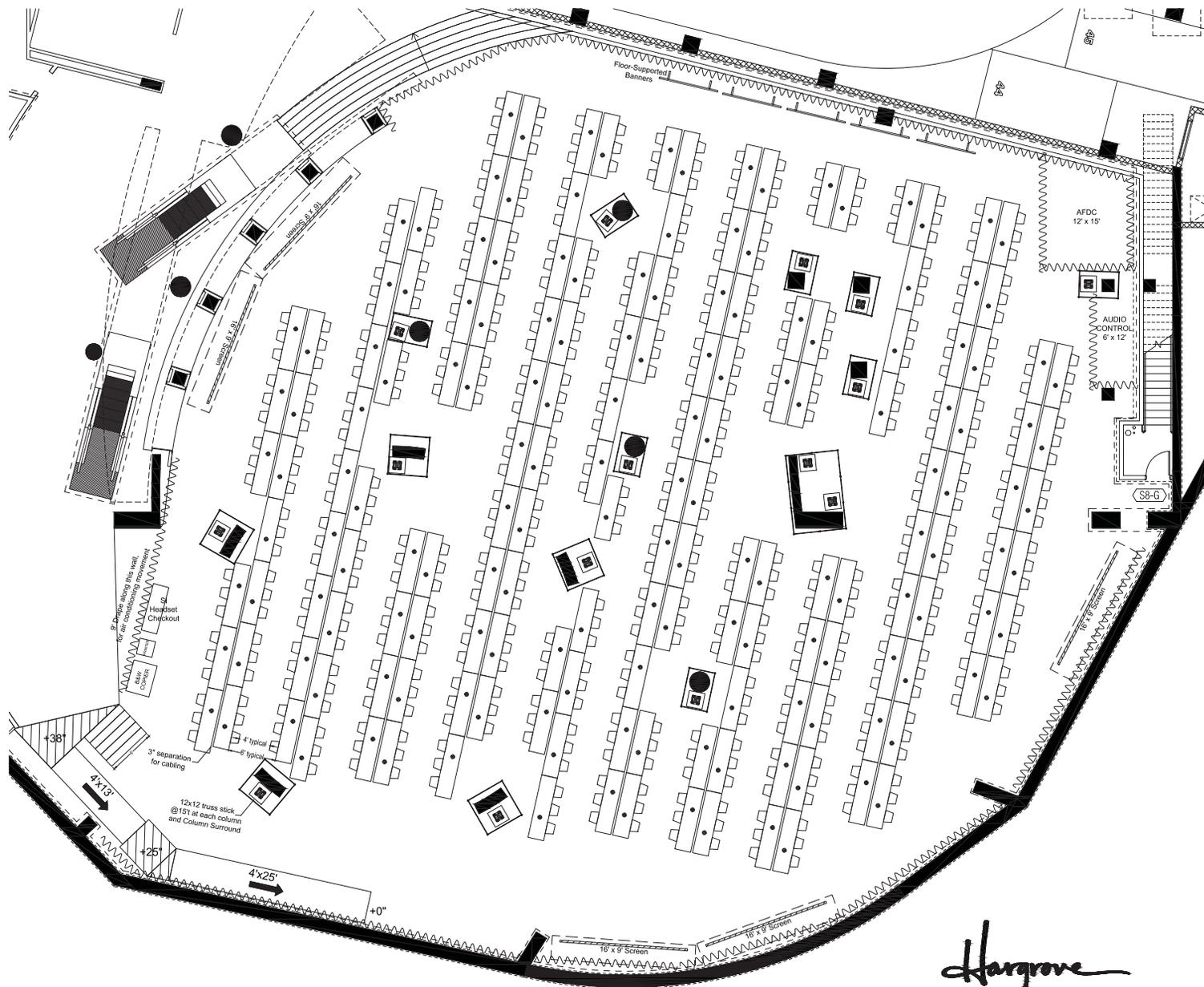
Mike Bentley
Showcall
Telephone: +1 202.888.7797
Fax: +1 240.235.4236
Email: media@showcallusa.com

African Summit - USIP 14
Press Filing Center A
Great Hall
United States Institute of Peace
Washington, DC
August 5 & 6, 2014



Hargrove

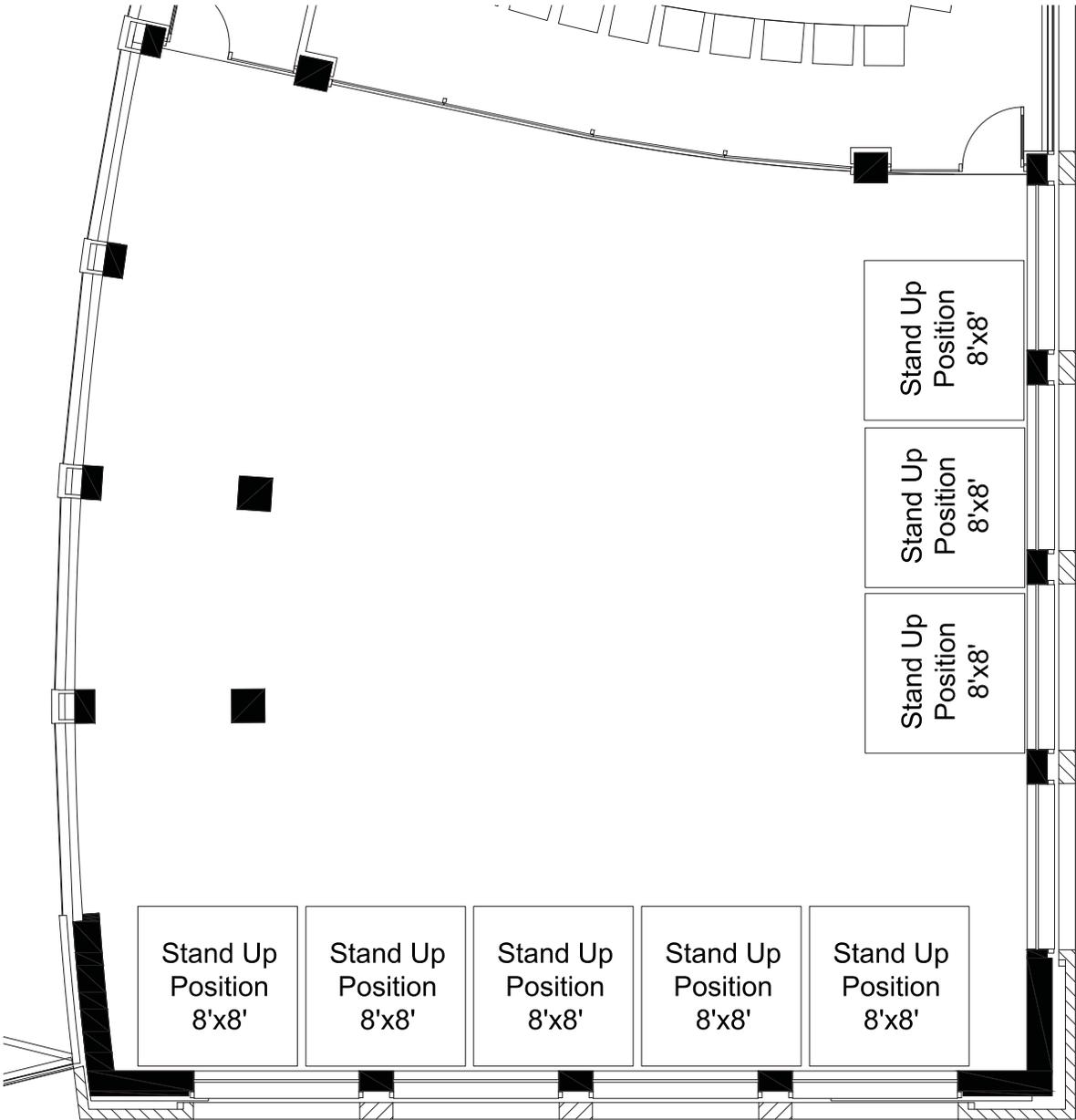
African Summit - USIP 14
Press Filing Center B
P2 - PEC
United States Institute of Peace
Washington, DC
August 5 & 6, 2014



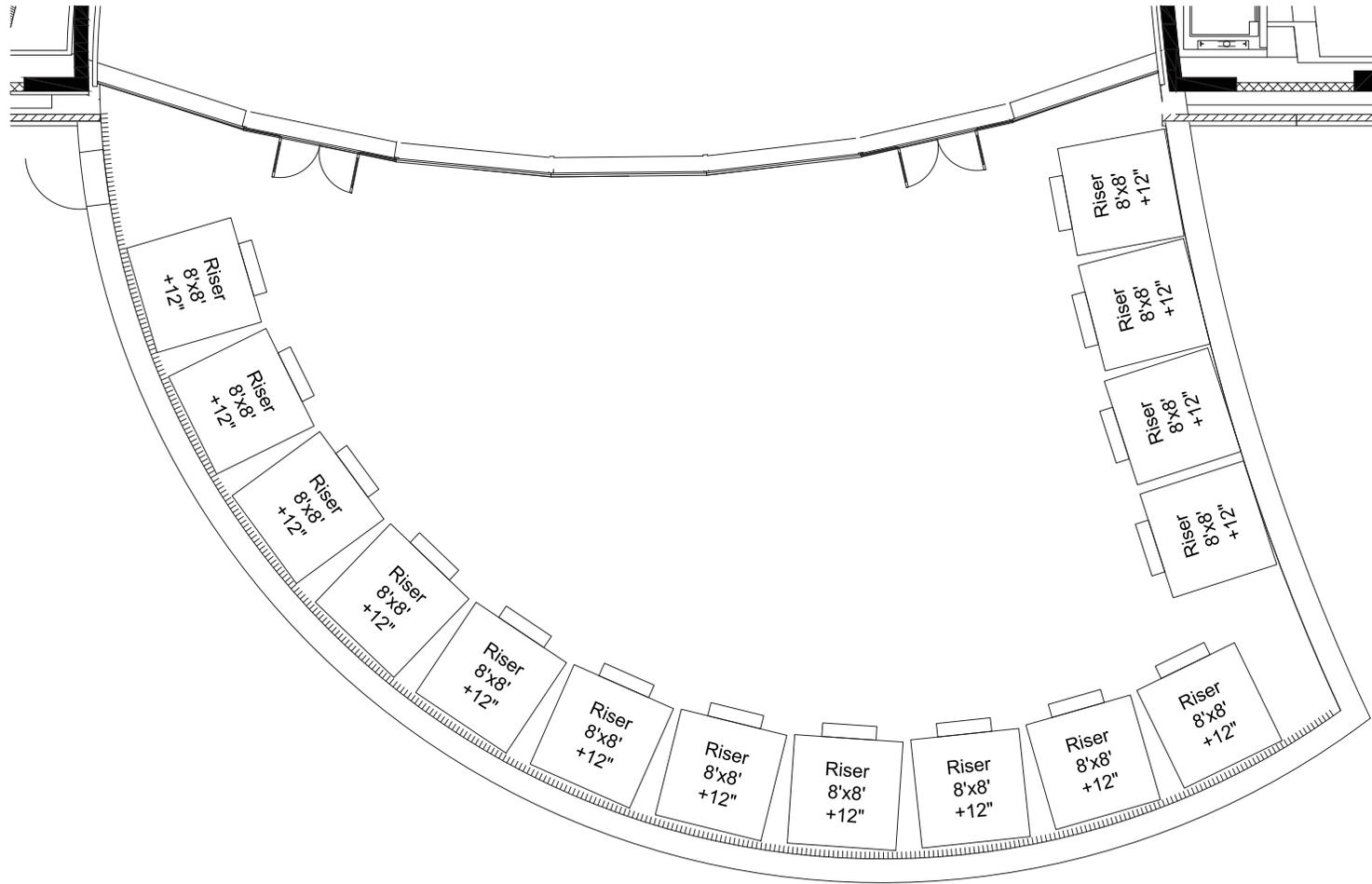
Hargrove

All Stand Ups:
Fee for service only
(8) total offered

African Summit - USIP 14
United States Institute of Peace
Washington, DC
August 5 & 6, 2014



Hargrove



All Stand Ups:
Fee for service only
(15) total offered

African Summit - USIP 14
United States Institute of Peace
Washington, DC
August 5 & 6, 2014



Union Rules & Regulations

Washington, DC

To assist you in planning for your participation in this Washington, DC metro-area show, we are certain you will appreciate knowing in advance that union labor will be required for certain aspects of your exhibit handling. Please review the following to better understand the different jurisdictions of the Washington metro-area unions.

Carpenters

Local 491 claims all work relating to uncrating, re-crating, installation, maintenance and dismantling of exhibits within its jurisdictional boundaries. Exceptions: ① Two (2) full-time employees of the exhibiting company may work without Carpenter labor for one (1) hour on the move-in and one (1) hour on the move-out provided no power tools are used.

② Within a 10' x 10' or smaller booth, full-time employees of the exhibiting company (no limit on number) may work without Carpenter labor (no limit on time) provided no power tools are used. ③ Regardless of booth size, the unpacking and placing of the exhibitor's products on the display may be done by the exhibiting company's full-time employees.

Teamsters Union

Local 639 claims work relating to delivery of freight, loading and unloading of freight, movement to and from storage areas and the operation of all mobile equipment (forklifts, tow motors, electric jacks, cranes, etc.) at the site of the exhibition within its jurisdictional boundaries. Exception: An exhibitor may move material that can be hand carried by one (1) person in one (1) trip, without the use of dollies, hand trucks, or other mechanical equipment. When exhibitors choose to hand carry in accordance with the foregoing, they will not be permitted access to loading dock area(s).

Freight Handling

Hargrove has the responsibility of receiving and handling all exhibit materials and empty crates. It is our responsibility to manage docks and schedule vehicles for smooth and efficient move-in and move-out of the exposition. Hargrove will not be responsible for any material we do not handle.

Work Breaks & Gratuities

Solicitation of tips or gratuities in any form is prohibited. Please do not tip any Hargrove employee, as all are paid at an appropriate wage scale.

Paid breaks of fifteen minutes at the mid-point of each four hour block of work and a one hour meal break at the end of each four hour work period must be given each employee. Please attempt to work your people to conform to these mandatory break periods.

In General

Any questions arising with regard to union jurisdictions or practices should be directed to the Hargrove manager on the floor. Craftsmen at all levels have been instructed to refrain from expressing any grievances or directly challenging the practices of any exhibitor.

A Note about Safety

Standing on chairs, tables or other rental furniture is prohibited. This furniture is not engineered to support standing weight. Hargrove cannot be responsible for injuries or falls caused by the improper use of rental furniture. If assistance is required in assembling your booth, please order installation and/or dismantling labor by using the enclosed Order Form and the necessary ladders and tools will be provided. Please assist us in our efforts to provide a safe working environment for everyone.



Hargrove Media Services Contacts

Hargrove Media Services – Standard Rate Card Orders

Hargrove Customer Service
Telephone: +1 301.306.4627
Fax: +1 301.731.5438
Email: customerservice@hargroveinc.com
Web: <http://africansummit.hargroveinc.com>

All orders placed directly from a Rate Card & Order Form can be sent to Hargrove Customer Service via fax (+1 301.731.5438) or email (customerservice@hargroveinc.com).

Hargrove Media Services – Custom Rate Card Orders

Ron Nicynski
Hargrove
Email: ronnicynski@hargroveinc.com
Cell: +1 443.623.2017
Fax: +1 301.306.9318

Contact Ron Nicynski to obtain custom rate card orders.





Payment & Credit Card Information – Hargrove Services

Company Name: _____

Contact Name: _____

Address: _____
(STREET) (PO BOX – if applicable)

(CITY) (ST/PROV) (ZIP/POSTAL CODE) (COUNTRY)

Phone: _____ Ext.: _____ Fax: _____ Email: _____

Payment Policy:

Payment in full must accompany your order. For your convenience, we accept payment by Visa, MasterCard, Discover Card, American Express, company check, and wire transfer*. For tax-exempt status, please submit a tax-exempt certificate.

Credit Card on File:    

Credit Card Number**:

EXP: _____ / _____

Cardholder's Billing Address: _____

Cardholder: _____ Signature: _____

** Hargrove will apply all charges incurred on site to this card.
To make other arrangements, contact us at 301.306.4627 customerservice@hargroveinc.com.

Order Payment Method:

Charge the above listed credit card. **OR** Check Enclosed # _____ Dated ____/____/____ **OR**

Wire Transfer* on _____ from _____ in _____
(Date) (Bank) (Country)

* Send **wire transfers** to:
Hargrove, Inc.
c/o Branch Banking and Trust Company (BB&T Bank)
College Park, MD 20740
USA

ABA #055003308, Account #0005157928602, SWIFT Code: BRBTUS33

Include your company name, event name, and the country and bank where the transfer originated. Be sure to include the following **wire transfer fees**: \$20 for wire transfers originating within the US, \$40 for transfers originating from a bank in any other country.

NOTE: For Media Services ordered through the Hargrove section of this rate card, "Hargrove" will appear as the "vendor" for credit card charges.





Rate Card & Order Form: Standard Media Center Workspace

Company Name: _____

Contact Name: _____

Product Description – Standard <u>Unassigned</u> Media Center Workspace	Price (US\$)	Qty	Total
One (1) unassigned workstation (32" wide x 24" deep space / approx 0.8m x 0.6m) within shared space, including: <ul style="list-style-type: none"> • One (1) chair • Two (2) standard-service electrical outlets (2-pin U.S. standard) • WiFi (limited) • Overhead ambient (fluorescent) lighting 	Provided at no charge (N/C)		N/C
<ul style="list-style-type: none"> • Minimum unassigned workspaces available: 500 • Open seating applies; reservations not required nor accepted. • Orders for a Standard Unassigned Media Center Workspace not required; additional services in this location not available. 	TOTAL (US\$):		N/C

Product Description – Standard <u>Assigned</u> Media Center Workspace	Price (US\$)	Qty	Total
One (1) personal assigned workstation (32" wide x 24" deep space / approx 0.8m x 0.6m) within shared space, including: <ul style="list-style-type: none"> • One (1) chair • Two (2) standard-service electrical outlets (2-pin U.S. standard) • WiFi (limited) • Overhead ambient (fluorescent) lighting • Custom-printed "Reserved for (name)" placeholder 	\$390.00		
<ul style="list-style-type: none"> • Maximum assigned workspaces available: 140 • All prices in US Dollars (US\$) and payable to Hargrove. • Standard Assigned Media Center Workspace must be ordered from Hargrove by Monday, July 21; availability cannot be guaranteed after July 21. • The workstation is an inclusive RENTAL item and requires payment to Hargrove only. • Data services provided at additional cost by Showcall. 	Subtotal:		
	Tax 5.75%:		
	TOTAL (US\$):		

Submit this form along with the Payment & Credit Card Information Form by Monday, July 21.

Payment MUST accompany all orders. Purchase orders (POs) cannot be accepted.

For orders received after July 21, a 35% surcharge will apply.

After July 21, orders subject to availability.





Rate Card & Order Form: Assigned Editing Suite/Office

Company Name: _____

Contact Name: _____

Product	Assigned Editing Suite/Office	Price (US\$)	Qty	Total
Suite 100	100 sq ft space (10' x 10' / approx 3m x 3m) including: <ul style="list-style-type: none"> Hard Walls (no ceiling) One (1) Locking Door Custom Suite ID Sign 	\$2,240.00		
<ul style="list-style-type: none"> All prices in US Dollars (US\$) and payable to Hargrove Order deadline: Monday, July 21. Data services provided at additional cost by Showcall. 		Subtotal:		
		Tax 5.75%:		
		TOTAL (US\$):		

Product	Assigned Editing Suite/Office	Price (US\$)	Qty	Total
Suite 200	200 sq ft space (10' x 20' / approx 3m x 6m) including: <ul style="list-style-type: none"> Hard Walls (no ceiling) One (1) Locking Door Custom Suite ID Sign 	\$3,360.00		
<ul style="list-style-type: none"> All prices in US Dollars (US\$) and payable to Hargrove Order deadline: Monday, July 21. Data services provided at additional cost by Showcall. 		Subtotal:		
		Tax 5.75%:		
		TOTAL (US\$):		

Custom Editing Suites/Offices are available; contact Ron Nicynski at ronnicynski@hargroveinc.com or +1 301.306.4606 for a quote.

Submit this form along with the Payment & Credit Card Information Form by Monday, July 21.

Payment MUST accompany all orders. Purchase orders (POs) cannot be accepted.

For orders received after July 21, a 35% surcharge will apply.

After July 21, orders subject to availability.





Rate Card & Order Form: TV Stand-Up Location

Company Name: _____

Contact Name: _____

Product	Stand-Up Location – 5 th Floor Terrace	Price (US\$)	Qty	Total
Stand-Up A	One (1) stand-up floor location (8' wide x 8' deep [no risers] / approx 2.4m x 2.4m space) including: <ul style="list-style-type: none"> One (1) 120-volt / 20-amps electrical outlet Cable run/removal assistance 	\$395.00		
	One (1) additional 120-volt / 20-amps electrical outlet	\$250.00		
<ul style="list-style-type: none"> Maximum Stand-Up Locations available: 8 Stand-Up Locations will be rented on a first-come, first served basis. 		Subtotal:		
		Tax 5.75%:		
		TOTAL (US\$):		

Product	Stand-Up Location – Peacemaker Plaza	Price (US\$)	Qty	Total
Stand-Up B	One (1) stand-up location (8' wide x 8' deep x 1' high / approx 2.4m x 2.4m x .3m space) including: <ul style="list-style-type: none"> One (1) 120-volt / 20-amps electrical outlet Cable run/removal assistance 	\$495.00		
	One (1) additional 120-volt / 20-amps electrical outlet	\$250.00		
<ul style="list-style-type: none"> Maximum Stand-Up Locations available: 15 Stand-Up Locations will be rented on a first-come, first served basis. 		Subtotal:		
		Tax 5.75%:		
		TOTAL (US\$):		

Submit this form along with the Payment & Credit Card Information Form by Monday, July 21.

Payment MUST accompany all orders. Purchase orders (POs) cannot be accepted.

For orders received after July 21, a 35% surcharge will apply.

After July 21, orders subject to availability.





Rate Card & Order Form: Cabling Rules & Restrictions

Company Name: _____

Contact Name: _____

Cabling Rules & Restrictions

Upon load-in on August 4, 2014, media organizations may run their own cable along specifically designated paths. All cables must be labeled on each end. Each label must include: the specific media organization name; the onsite contact name; and the onsite contact phone number.

Media organizations who have purchased a 5th Floor Stand Up Location, MUST work with of the onsite Hargrove Technical Personnel to run their cables. Hargrove Technical Personnel will be available on-site on Monday, August 4.

Media organizations MUST remove all of their cables before clearing the facility. Any organization that does not remove their cables before clearing the facility will be charged a removal fee of \$500 per cable and the cables will be discarded.





Rate Card & Order Form: Electrical Services

Company Name: _____

Contact Name: _____

- Rates for supplemental power for the Media Center are for **24-hour service for the entire event**.
- Dedicated outlets require a 20 amp outlet.
- If you require electrical services or materials not listed on this form, please call for a custom rate card quote.

Electrical Service/Item	Price (US\$)	Qty	Total
20 AMP service (Edison End) – includes applicable labor	\$250.00		
• Orders received after Monday, July 21 will be subject to a 35% surcharge .	TOTAL (US\$):		

Submit this form along with the Payment & Credit Card Information Form by Monday, July 21.

Payment **MUST** accompany all orders. Purchase orders (POs) cannot be accepted.

For orders received after July 21, a 35% surcharge will apply.

After July 21, orders subject to availability.

Telephone: +1 301.306.4627

1 Hargrove Drive • Lanham, MD 20706 • USA

Fax: +1 301.731.5438

customerservice@hargroveinc.com

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Rate Card & Order Form: Furnishings & Accessories

Company Name: _____

Contact Name: _____

Product Description	Price (US\$)	Quantity	Total
Easel	\$ 35.00		
Wastebasket	\$ 15.00		
Stanchion – Retractable, w/ Black Belt	\$ 90.00		
Padded Side Chair	\$ 75.00		
6' x 2' x 30" Draped Table: Blue	\$ 120.00		
6' x 2' x 30" Undraped Table	\$ 80.00		
8' x 2' x 30" Draped Table: Blue	\$ 140.00		
8' x 2' x 30" Undraped Table	\$ 100.00		
3' High Drape (per linear foot): Blue	\$ 15.00		
8' High Drape (per linear foot): Blue	\$ 25.00		
Carpet (per square foot): Black & Grey Speckled	Call for Quote		
Additional custom requirements , such as hardwalls, signage, etc., please contact Ron Nicynski for availability and a quote (ronnicynski@hargroveinc.com).			
<ul style="list-style-type: none"> Additional rental items and services available upon request. Orders for these items received after Monday, July 21 will be subject to a 35% surcharge. Orders received after Monday, July 21 are subject to availability. 	Subtotal:		
	Tax 5.75%:		
	TOTAL (US\$):		

Submit this form along with the Payment & Credit Card Information Form by Monday, July 21.

Payment MUST accompany all orders. Purchase orders (POs) cannot be accepted.

For orders received after July 21, a 35% surcharge will apply.

Items ordered after July 21 are subject to availability.





Shipping & Material Handling

Company Name: _____

Contact Name: _____

As the Official Services Contractor for this event, Hargrove will schedule the moving in and out of all materials.

- **Advance shipments of materials** must be received by **Friday, August 1**. Advance shipments will be moved to the event site to coincide with initial Media access.
- There is **no direct shipping** to this event.
- Refer to the General Information page for the Summit schedule, shipping address and shipment acceptance period.

Each shipment will need to be accompanied by a Material Handling Agreement. When completing your Material Handling Agreement and shipping labels, please include the name of the event (African Summit), your company name, and your workspace. For your convenience, sample labels are provided in this service kit. You may copy these labels or use your own if you need more labels than provided.

Remember that all shipments must be prepaid; collect shipments will be refused. To ship your materials with Hargrove, [request a quote](#). Or, contact Hargrove Shipping at +1 301.306.4620 or shipping@hargroveinc.com.

MATERIAL- / FREIGHT-HANDLING FEES:

\$100 / 100 lbs. (CWT)

NOTE: Minimum = 200 lbs. / 2 CWTs (\$200 per shipment)

Description (carton, case, crate, skid, etc.)	# of Pieces	Carrier	# of CWTs	Price per CWT	Total Price
<ul style="list-style-type: none"> • Material Handling is billed by the hundredweight, or per CWT, with a 2 CWT minimum. • When computing material handling costs, remember to round up to the next hundred pounds. For example, a delivery that weighs 347 pounds will be billed at 4 CWT. • Each delivery to the dock constitutes a shipment, and is billed accordingly. • Shipments received without weight tickets will be weighed and charged special handling rates. • Shipments of materials received at the advance warehouse after Friday, August 1 at 4:00 PM will be subject to a 50% late surcharge. • Material Handling charges will appear on your statement after actual shipments have been processed. 				TOTAL (US\$):	

Submit this form along with the Payment & Credit Card Information Form by Monday, July 21.

Payment MUST accompany all orders. Purchase orders (POs) cannot be accepted.





TO: HARGROVE
1 Hargrove Drive, Dock 2
Lanham, MD 20706
USA

African Summit

COMPANY NAME: _____

CONTACT NAME & #: _____

SHIPMENTS MUST BE RECEIVED BY:
Thursday, July 31 at 4:00 PM

ADVANCE SHIPPING LABEL

✂ PLEASE CUT ALONG THIS LINE AND AFFIX LABEL TO PACKAGE ✂
Please make additional copies of these labels as needed.



TO: HARGROVE
1 Hargrove Drive, Dock 2
Lanham, MD 20706
USA

African Summit

COMPANY NAME: _____

CONTACT NAME & #: _____

SHIPMENTS MUST BE RECEIVED BY:
Thursday, July 31 at 4:00 PM

ADVANCE SHIPPING LABEL



Limits of Liability

Please read carefully, as the consignment of a shipment to **HARGROVE, INC.**, a Maryland corporation ("Hargrove"), or the placement of an order with Hargrove, by the below-described "Customer," or by any shipper to or on behalf of the Customer, shall be construed as an acceptance by such Customer (and/or other shipper) of the terms and conditions set forth below in this Limits Of Liability Agreement.

Now, therefore, for good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Customer hereby agrees as follows to and for the benefit of Hargrove:

The protection of all materials belonging to the Customer is the sole responsibility of the Customer. The Company shall insure its exhibit and all collateral materials from the time they leave the Customer's premises until they are returned after the show, convention or other event ("Event"). Hargrove recommends that the Customer obtain an appropriate "rider" to its insurance policy to ensure such insurance coverage.

HARGROVE AND ITS SUBCONTRACTORS DO NOT INSURE THE CUSTOMER'S PROPERTY AGAINST LOSS OR DAMAGE. Further, Hargrove and its subcontractors do not provide for full replacement value should loss or damage occur. *As noted above, the Customer is solely responsible for obtaining insurance for the Customer's property.*

If the Customer's property is lost or damaged due to the performance or nonperformance of services provided by Hargrove or its subcontractors, or due to negligence by Hargrove, its subcontractors or their employees, the liability of Hargrove and its subcontractors shall be limited to the lesser of: (a) \$.30 per pound per article; (b) \$50.00 per item; or (c) \$1,000.00 per shipment, incident, occurrence or other claim of any nature whatsoever. This amount shall be the Customer's agreed upon maximum amount of damages for which Hargrove could be liable.

By way of example, and not by way of limitation, Hargrove and its subcontractors shall not be liable for:

- damage to uncrated materials, improperly packed freight, and concealed damage or glass breakage;
- loss, theft or disappearance of shipments while the booth is left unattended, i.e., once materials have been delivered to the Customer's booth area during move-in, or, once shipments are packed and ready for loading on the move-out. Security of all exhibit materials contained in the rented booth space is the sole responsibility of the Customer;
- loss, damage or delay due to fire, acts of God, strikes, lockouts or work stoppages of any kind or to any causes beyond Hargrove and its subcontractors' control;
- loss, shortages, or damage related to shipments received without proper documentation, i.e., freight bills without specified piece count (UPS, Federal Express, privately owned vehicles, local couriers, company vehicles, or miscellaneous air freight carriers);
- any other direct damages, actual costs or loss, or other collateral costs which may result from any loss or damage to the Customer's materials which may make it impossible or impractical for the Customer to exhibit its materials; or
- any loss of business, loss of profits, loss of use of data, interruption of business, or any other indirect, special, consequential, incidental, exemplary or punitive damages of any kind, even if Hargrove has been advised of the possibility of such damages.

Hargrove and its subcontractors shall not be bound by any claim presented more than 60 days after the date of the incident.

In the event of a dispute with Hargrove and its subcontractors regarding loss or damage to any of the Customer's property, the Customer agrees that payment for services provided by Hargrove or its subcontractors will not be withheld in any amount as an offset against the amount of any alleged loss or damage. The Customer agrees to pay the full amount for the services provided by Hargrove and its subcontractors prior to the close of the Event. The Customer further agrees that any claim against Hargrove or its subcontractors will be handled as a separate transaction to be resolved on its own merits.

The Customer agrees, in relation to the receiving, material handling, storage and reloading of its freight, that Hargrove and its subcontractors will act as the Customer's agent when signing any documentation related to its shipment. If any employee of Hargrove and its subcontractors sign a delivery receipt, Bill of Lading or any documentation, it is agreed that Hargrove and its subcontractors are doing so on behalf of the Customer, and the Customer accepts the responsibility of said shipment.

Empty container labels are available on site at the Hargrove Customer Service Center. Affixing the labels is the sole responsibility of the Customer and/or his representatives. All previous labels should be removed. Hargrove assumes no responsibility for containers with incorrect labels. Further, Hargrove assumes all containers labeled "empty" to be empty, and therefore assumes no liability for material or equipment left inside a container marked as empty.

In all cases where the Customer stores materials with Hargrove (empty, accessible, dry, refrigerated, or otherwise), the Customer does so at its own risk. Hargrove assumes no liability for items placed in such storage.

Hargrove and its subcontractors reserve the right to change designated carriers if the carrier assigned by the Customer does not pick up the Customer's freight on time. The Customer will be responsible for payment to the carrier that Hargrove and its subcontractors choose to reroute the Customer's freight. Hargrove and its subcontractors assume no responsibility as a result of rerouting or handling of freight.



Showcall Technical Services Contact

Contact

All data services – such telephone lines and supplemental/dedicated data (Internet) connections – must be ordered through Showcall.

Mike Bentley

Showcall

Telephone: +1 202.888.7797

Fax: +1 240.235.4236

Email: media@showcallusa.com



Rate Card & Order Form: Showcall Technical Services

Order Deadline: Monday, July 21, 2014

Orders and/or payments placed after this deadline may incur additional charges or may not be fulfilled. Services are limited and available on a first come, first served basis.

Telephone and IT requests may be placed without an assigned riser, file or standup space. In the event an order for services is placed and a space is not granted, you will receive a full refund for the associated space(s).

* Services ordered and paid for by Monday, July 21 will be installed and operational by Monday, August 4 at 9:00 AM. Services will be terminated on Thursday, August 7 at 12:01 AM.

Item	Description	Rate	Quantity	Subtotal	Notes:
INTERNET CONNECTIONS					
3/3 MBPS	HARDLINE – PUBLIC INTERNET – Workspace or Standup	\$2,817.00			
5/5 MBPS	HARDLINE – PUBLIC INTERNET – Main Press Riser	\$4,370.00			
10/10 MBPS	HARDLINE – PUBLIC INTERNET – Press File	\$7,532.00			
100/100 MBPS	HARDLINE – PUBLIC INTERNET – Main Press Riser	\$28,807.00			
<ul style="list-style-type: none"> • Each connection sold is based on a single run to a single location. Each line will be limited to a 1 (one) IP address. Use of a sub router is allowed, but not switches. • NO public IP address will be available, requests will be handled on a case by case basis. • NO WIRELESS ROUTERS ARE ALLOWED. • Services are limited and will be supplied on a first come, first served basis. 					
TELEPHONE					
ANALOG PHONE LINE	DOES NOT INCLUDE HANDSET OR LONG DISTANCE	\$287.50			
VOIP PHONE LINE	DOES NOT INCLUDE HANDSET OR LONG DISTANCE	\$150.00			
TOTAL (US\$):					

- Phone usage not Included for Telephone items above.

* NOTE: Delivery of service could be delayed due to security factors outside of the control of Showcall.



Technical Services Terms & Conditions

PAYMENT POLICY & PRICING

Payment in full must accompany your order. Purchase orders are not considered payment. For your convenience, we accept payment by company check (US dollars drawn on a US bank), wire transfer **(please call to confirm)*, Visa, MasterCard, Discover Card, and American Express. Tax-exempt status is granted only when the company provides a tax-exempt certificate issued by the state in which the event is being held. Showcall shall provide a draft invoice (based upon the order[s] and payment received) prior to installation. Following the event, a final, zero-balance invoice shall be provided.

PAYMENT BY WIRE TRANSFER

Send wire transfers to:
Showcall, Inc.
c/o Wells Fargo, N.A.
USA
ABA #055003201
Account #3509164939

Include your company name, Africa Summit, and the country and bank where the transfer originated. Be sure to include the following wire transfer fees: \$20 for wire transfers originating within the US, \$40 for transfers originating from a bank in any other country.

1. Advance order payment guarantees discounted rate only, not availability of service.
2. Payment in full must be rendered prior to delivery of service.
3. Orders must be received by July 21, 2014.
4. Credit will not be given for service installed but not used.
5. Change of orders after installation may be subject to labor charges. Minimum of ½ hour.
6. All material and equipment furnished by Showcall, Inc./its agent for the service order shall remain the property of Showcall Inc., Inc./its agent and shall be removed only by the staff of Showcall Inc./its agent at the close of the summit.
7. Rates quoted for all connections cover the delivery of service to the workspace in the most convenient manner and do not include connecting equipment or special wiring. Requests for special services, such as placing cords or relocating service(s), will be subject to additional labor charges.
8. Service outlet size will be determined by the volume required.
9. Walls, columns, and permanent building utility outlets are not part of workspace and are not to be used by the media.
10. Claims will not be considered unless filed by the media contact prior to the close of the event.
11. All equipment to be connected must comply with federal, state, and local safety codes.
12. Under no circumstance should anyone other than a technician designated by Showcall, Inc./its agent make service connections.
13. All equipment must be properly tagged and wired with completed information as to type of current, voltage, phase, cycle, horsepower, etc. All equipment using water must have an inlet and outlet properly tagged.
14. All cost figures are in U.S. dollars.

I have read and agree to the Technical Services Terms & Conditions. Please process our payment.

Name (print): _____ Company: _____

Signature: _____ Date: _____