

SERVICE INFORMATION

KIOSK INCLUDES

- Standard white, 8ft tall x 1 meter wide
- ID sign on the top panel
- Company logo on front panel

* See page 6 for more details

EXHIBIT HALL CARPET

The exhibit area is carpeted.

EXHIBITOR FREIGHT

Save money by shipping to the Freeman warehouse. All show site shipments to the Sheraton New York Hotel & Towers must be ground unloaded and will be billed at the special handling rate.

DISCOUNT PRICE DEADLINE DATE

Order early to take advantage of advance order discount rates, place your order by October 12, 2017.

SHOW SCHEDULE

EXHIBITOR MOVE-IN

For more information and helpful hints on pre-show procedures and move-in, please go to www.freeman.com/FAQPreshow

Thursday	November 02, 2017	6:00 AM - 9:00 AM
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EXHIBIT HOURS

Thursday	November 02, 2017	10:00 AM - 10:30 AM - AM Networking Break
Thursday	November 02, 2017	12:30 PM - 1:30 PM - Lunch
Thursday	November 02, 2017	2:45 PM - 3:15 PM - PM Networking Break
Thursday	November 02, 2017	5:00 PM - 6:00 PM - Reception
Friday	November 03, 2017	9:30 AM - 10:00 AM - Breakfast
Friday	November 03, 2017	12:30 PM - 1:30 PM - Lunch

EXHIBITOR MOVE-OUT

For more information and helpful hints on post-show procedures and move-out, please go to www.freeman.com/FAQPostshow

Friday	November 03, 2017	1:30 PM - 4:00 PM
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We will return empty containers at the close of the show.

DISMANTLE AND MOVE-OUT INFORMATION

All exhibitor materials must be removed from the exhibit facility by Friday, November 03, 2017 at 4:00 PM.

To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-Out deadline, please have all carriers check-in by Friday, November 03, 2017 at 2:00 PM.

POST SHOW PAPERWORK AND LABELS

Our Exhibitor Services Department will gladly prepare your outbound Material Handling Agreement and labels in advance. Complete the Outbound Shipping form and your paperwork will be available at show site. Be sure your carrier knows the company name and booth number when making arrangements for shipping your exhibit at the close of the show.

SERVICE CONTRACTOR CONTACTS / INFORMATION:**FREEMAN**

909 Newark Turnpike
Kearny, NJ 07032
(201) 299-7575 fax (469) 621-5618
FreemanNewYorkES@freemanco.com

FREEMAN EXHIBIT TRANSPORTATION

(800) 995-3579 US & Canada or +1(512) 982-4187 Outside the US or +1(817) 607-5183 International Shipping Services or fax (469) 621-5810 email: exhibit.transportation@freemanco.com.

SERVICE CENTER HOURS

We will have staff available at the Freeman Service Center as follows:

Thursday	November 02, 2017	7:00 AM - 4:00 PM
Friday	November 03, 2017	8:00 AM - 4:00 PM

FREEMAN ONLINE®

Take advantage of discount pricing by ordering online at www.freeman.com by **October 12, 2017**. Using the enhanced FreemanOnline, you will enjoy easy access to added features and functions as well as the high caliber of Freeman services you've come to expect — **before, during and after** your show. Additionally, you can now access FreemanOnline from any device — **desktop, laptop, tablet** or via our new **FreemanOnline Mobile App**.

To place online orders, you will be required to enter your unique Username and Password. If this is your first time to use FreemanOnline, click on the "Create an Account" link. To access FreemanOnline without using the email link, visit www.freeman.com. You can also download and use the FOL Mobile App from the Apple or Android store, or here: <http://folmobile.freemanco.com>. A mobile web version of the FreemanOnline Mobile App is available to extend mobile use for those users that do not have an Apple or Android device or who do not want to download the app.

If you need assistance with FreemanOnline, please call our Customer Support Center at (888) 508-5054 Toll Free US and Canada or +1(512) 982-4186 Local and International.

SHIPPING INFORMATION

Warehouse shipping address:

Exhibiting Company Name / Booth # _____
DIGITAL LENDING + INVESTING 2017
C/O FREEMAN
1 RAILROAD PL
MASPETH, NY 11378

Freeman will accept crated, boxed or skidded materials beginning Tuesday, October 03, 2017, at the above address. Material arriving after October 26, 2017 will be received at the warehouse with an additional after deadline charge. Warehouse materials are accepted at the warehouse Monday through Friday between the hours of 8:00 AM - 2:30 PM. If required, provide your carrier with this phone number: (201) 299-7575.

Show Site Shipping Address:

Exhibiting Company Name / Booth # _____
DIGITAL LENDING + INVESTING 2017
 C/O FREEMAN
 SHERATON NEW YORK HOTEL & TOWERS
 811 7TH AVENUE
 NEW YORK, NY 10019

Freeman will receive shipments at the exhibit facility beginning Thursday, November 02, 2017. Shipments arriving before this date may be refused by the facility. Any charges incurred for early freight accepted by the facility will be the responsibility of the exhibitor. If required, provide your carrier with this phone number: (201) 299-7575.

Please note: All items and materials that must be brought into the facility may be subject to Material Handling Charges and are the responsibility of the Exhibitor. This also applies to items not ordered through the Official Show Vendors. Refer to the Material Handling form for charges for this service.

Please be aware that disposal of exhibit properties is not included as part of your material handling charges. Please contact Freeman for your quoted rates and rules applicable to disposal of your exhibit properties.

VEHICLE RESTRICTIONS

Due to the loading dock configuration, trucks are not to exceed 13' high and 55' long. Any truck over the 55' length restriction will be subject to a "truck & driver" minimum charge of \$367.50.

LABOR INFORMATION

Union Labor may be required for your exhibit installation and dismantle. Please carefully read the UNION RULES AND REGULATIONS to determine your needs. Exhibitors supervising Freeman labor will need to pick up and release their labor at the Labor Desk. Refer to the order form for Display Labor for Straight time and Overtime hours.

ASSISTANCE

We want you to have a successful show. If we can be of assistance, please call our Exhibitor Services Department at (201) 299-7575.

WE APPRECIATE YOUR BUSINESS!

FREEMAN GENERAL INFORMATION

TRANSLATION SERVICE

Freeman is pleased to offer a new service for our international exhibitors that provides quick interpretation and translation in 150 languages. This service will not only interpret for us on a three-way conversation, but also translate emails from customers. To access this service you may contact Freeman New York Exhibitor Services at (201) 299-7575 or Freeman's Customer Support Center at (888) 508-5054 Toll Free US and Canada or +1(512) 982-4187 Local and International.

HELPFUL HINTS

SAVE MONEY

Order early to take advantage of advance order discount rates, place your order by October 12, 2017.

AVOID DELAY

Ship early to avoid delays. Shipments arriving late at show site will cost you money, time and business!

SAFETY TIPS

Use a ladder, not a chair. Standing on chairs, tables and other rental furniture is unsafe and can cause injury to you or to others. These objects are not designed to support your standing weight.

Be aware of your surroundings. You are in an active work area with changing conditions during move-in and move-out. Pay attention. Look for obstacles, machinery and equipment that are in use.

Keep your eyes open for scooters and forklifts. The drivers of these vehicles may not be able to see you.

Stay clear of dock areas, trucks and trailers. These areas can be particularly dangerous.

Prevent electrical shocks, falling items and damage to materials. Do not attach items or equipment to the drapes or metal framework provided for your booth. This can cause serious injury or damage to materials.

We discourage children from being in the exhibit hall during installation and dismantle. If children are present during installation and dismantle, they must be supervised by an adult at all times.

Freeman does not ship or handle Hazardous Materials. If any materials you are shipping to the event fall into this category, please contact Freeman to be sure that the material will be allowed at the facility and by the association. In addition, if authorized by the facility and the association, you will need to make separate arrangements for the transport and handling of the approved materials, since Freeman will not transport or handle them.

The operation or use of all motorized lifts and motorized material handling equipment for installation/dismantle of exhibits is NOT permitted by exhibitors or by their exhibitor appointed contractors (EAC's). Thank you for your cooperation.

EXHIBITOR ASSISTANCE

Call Freeman's Exhibitor Services department at (201) 299-7575 with any questions or needs you may have.

For more information and helpful hints on pre-show procedures and move-in, please go to www.freeman.com/FAQPreshow

For more information and helpful hints on post-show procedures and move-out, please go to www.freeman.com/FAQPostshow

* Not a Warehouse Receiving Location - Please refer to the Quick Facts for Advance Freight Location

FREEMAN

*909 Newark Turnpike

Kearny, NJ 07032

(201) 299-7575 • Fax: (469) 621-5618

DISCOUNT PRICE

DEADLINE DATE

OCTOBER 12, 2017

**INCLUDE THIS FORM
WITH YOUR ORDER
PLEASE USE BLACK INK**

NAME OF SHOW: **DIGITAL LENDING + INVESTING 2017 / NOVEMBER 2-3, 2017**

COMPANY NAME:

BOOTH#:

ADDRESS:

BOOTH SIZE:

X

CITY/STATE/ZIP:

CUSTOMER #:

PHONE:

EXT.:

FAX:

CONTACT:

SIGNATURE:

CONTACT'S E-MAIL:

E-MAIL FOR INVOICE:

☐

CHECK IF YOU ARE A NEW FREEMAN CUSTOMER

Invoices will be sent by e-mail; please provide e-mail address of the person who reconciles your invoices if different than above.

METHOD OF PAYMENT

BY SUBMITTING THIS FORM VIA FAX OR POSTAL MAIL OR ORDERING MATERIALS OR SERVICES FROM FREEMAN, YOU AGREE TO BE BOUND BY ALL TERMS & CONDITIONS INCLUDED IN YOUR SERVICE MANUAL.

☐ **COMPANY CHECK**

Please make check payable to: Freeman. Checks must be in U.S. funds drawn on a U.S. or Canadian bank. ("US. FUNDS" MUST BE PRE-PRINTED on Canadian checks.)

Please reference (453235) on your remittance.

☐ **CREDIT/DEBIT CARD**

For your convenience, we will use this authorization to charge your credit/debit card account for your advance orders, and any additional amounts incurred as a result of show site orders placed by your representative. These charges may include all Freeman companies, or any charges which Freeman may be obligated to pay on behalf of Exhibitor, including without limitation, any shipping charges. Please complete the information requested below:

☐ **AMERICAN EXPRESS** ☐ **MASTERCARD** ☐ **VISA** **We do not accept credit card information via email.**

ACCOUNT NO.:

EXP. DATE:

☐ PERSONAL CREDIT CARD

☐ COMPANY CREDIT CARD

CARDHOLDER NAME (please print):

SIGNATURE:

CARDHOLDER BILLING ADDRESS:

CITY/STATE/ZIP:

ENTER TOTALS HERE

FURNISHINGS & ACCESSORIES	CARPET	RENTAL EXHIBITS & ACCESSORIES	INSTALLATION LABOR	DISMANTLE LABOR	MATERIAL HANDLING		
SIGNS	EXHIBIT TRANSPORTATION				GRAND TOTAL		

- Remember to order in advance to save time and money. You may place your order by phone, fax, mail, or use our online ordering service at: www.freeman.com.
- Orders received after the deadline or without payment will be charged the Standard price.
- Copies of invoices may be picked up from the Freeman Service Center prior to show closing.
- If you have questions or need assistance with any items not listed, please call and ask for your Exhibitor Sales.e

Freeman method of payment

FREEMAN

909 Newark Turnpike
Kearny, NJ 07032
(201) 299-7575 • Fax: (469) 621-5618

**DISCOUNT PRICE
DEADLINE DATE
OCTOBER 12, 2017**

**INCLUDE THE FREEMAN METHOD OF
PAYMENT FORM WITH YOUR ORDER**

NAME OF SHOW: **DIGITAL LENDING + INVESTING 2017 / NOVEMBER 2-3, 2017**

COMPANY NAME: _____ BOOTH #: _____ BOOTH SIZE: _____ X

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

For Assistance, please call (201) 299-7575 to speak with one of our experts.

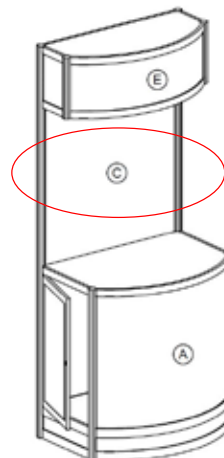
For fast, easy ordering, go to www.freeman.com

Special Kiosk Package includes:

- Structure measure 8ft tall by 1 Meter wide, Standard white.
- Branding of Panel A and Panel E

If you wish to Add-On to your kiosk, below are items you can order, at exhibitor's expense:

- Branding of Panel C - (38 – 1/8" x 39")
Cost to brand Panel C \$228.60
- Monitor – Please refer to the Sheraton Audio Visual order form.
- Internet hard line – Please refer to the Sheraton Internet order form.
- Bar stool seating – Please see options below.



PLEASE NOTE: ALL EXHIBITORS MUST ORDER ELECTRIC FOR THEIR KIOSK

If needing assistance with monitor rental/installation, please refer to the Sheraton Audio Visual order form.

If you would like to brand panel C, deadline is October 12. Please send artwork to Patrice Deza - Castillo, patrice.deza@sourcemediacom

BRAND PANEL

Qty	Description	Price	Total
_____	Optional Brand Panel C.....	228.60	\$ _____

☐ Upgrade Panel C

SEATING

Black Diamond Stool



Limerick Stool

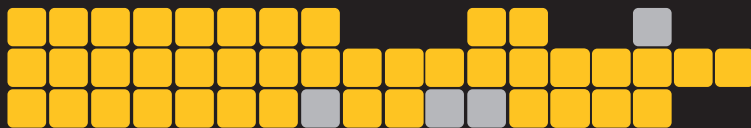


Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
_____	71088	Black Diamond Stool	274.85	302.35	384.80	\$ _____
_____	210109	Limerick© Stool by Herman Miller.....	199.35	219.30	279.10	\$ _____

STOOL MUST BE ORDERED BY OCTOBER 12, 2017

QUICK TIPS FOR EASY EXHIBITING

- Rental prices are for the duration of the show and include delivery to and removal from your booth space.
- Remember to order in advance to save time, money and ensure availability.
- If you have any questions or need assistance in completing your order please call our Exhibitor Services Department at 201-299-7575.



AUDIOVISUAL EXHIBITOR SERVICES

NAME OF CONFERENCE:	START DATE:	END DATE:	# EVENT DAYS:
COMPANY NAME:	ON-SITE CONTACT NAME:	ROOM/EXHIBIT BOOTH #:	
STREET ADDRESS:	CITY & STATE :	ZIP CODE:	
TELEPHONE NUMBER:	DELIVERY DATE	DELIVERY TIME	<input type="checkbox"/> AM <input type="checkbox"/> PM
EMAIL ADDRESS:	PICKUP DATE	PICKUP TIME	<input type="checkbox"/> AM <input type="checkbox"/> PM
ORDERED BY:			

PSAV WILL CONTACT YOU DIRECTLY FOR PAYMENT INFORMATION. PRICING IS PER DAY.

➤ If you have a special request or need additional equipment, please call 212.841.6730. Email completed form to sheratonexhibits@psav.com

PRICES ARE FOR EXHIBIT FLOOR ONLY. ALL RENTAL PRICES SUBJECT TO A 15% MARKUP IF ORDERED DAY OF.

VIDEO/DATA DISPLAY	QTY	PRICE
Laptop		\$ 340
AUDIO EQUIPMENT	QTY	PRICE
Individual Small Powered Speaker (up to 5 people)		\$ 35
ACCESSORIES	QTY	PRICE
Post-It Flipchart		\$ 120
Monitor Stand for 42" and larger Monitor		\$ 100
CUSTOM ITEMS	QTY	PRICE
		\$
		\$
		\$
		\$
		\$
		\$

MONITORS	QTY	PRICE
20" – 24" Desktop Monitor		\$ 200
32" Data Monitor		\$ 370
46" Data Monitor		\$ 745
55" Data Monitor		\$ 960

\$284 Labor minimum applies on all orders.
All orders are subject to 24% Administrative Fee.
Please contact PSAV at the
Sheraton New York Times Square
if you need something not listed on this form.

ORDERING INSTRUCTIONS

To guarantee equipment availability and advanced rate, this order should reach us 21 days prior to delivery.

Operator labor, if requested, is subject to the prevailing hourly rate with a 4 hour minimum. An electronic receipt will be emailed to you.

The total charge per item is determined by multiplying the price by the quantity ordered. Please include applicable Sales Tax on equipment rental.

TAX EXEMPT STATUS – If you are exempt from payment of sales tax, we require you to forward an exemption certificate for the state in which the services are to be provided.

CANCELLATIONS:

- A) Cancellations received within 48 hours of the scheduled delivery date are subject to a 50% fee applicable to equipment and tax.
- B) Cancellations received on the day of scheduled delivery or "no-shows" are subject to the full amount of the order to include installation, drayage and tax.

Labor and/or service charges may apply, and/or loss damage waiver.

SPECIAL REQUESTS Please add any items not listed above that you require.





Electrical Services Order Form

Sheraton New York Times Square Hotel
Meeting & Event Management
811 Seventh Avenue
New York, NY 10019
Tel: (212) 841-6557 Fax: (212) 489-9511

Original order form and payment in U.S. Dollars must be postmarked 15 Days prior to installation date noted below.
If you would like to pay via credit card, please fax this form to 212-489-9511. If you do not receive a secured credit card link within 10 business days, please contact the hotel at (212) 841-6557.

Show/Meeting Name:		Show /Meeting Date(s):	
Install Date & Time:		Removal Date & Time:	
Company Name:		Booth No. and /or Meeting Room:	
Address:		City	State
Telephone/Fax:		Email:	On Site Contact:

Standard rates are inclusive of labor.
A late charge will apply to all orders received within 10 days prior to installation date.

QUAD BOX AND POWER STRIP PRICING, IS BASED UPON THE AMOUNT OF AMPS NEEDED. SEE PRICES BELOW FOR 115 VOLTS / SINGLE PHASE.

Outlets Item	Number Needed	Standard Rate	Late Charge	On-Site Charge	Cost
115 Volts Single Phase					
20 Amps		\$140.00	\$175.00	\$200.00	
25 Amps		\$160.00	\$190.00	\$225.00	
30 Amps		\$180.00	\$200.00	\$250.00	
40 Amps		\$200.00	\$225.00	\$275.00	
50 Amps		\$250.00	\$250.00	\$295.00	
208 Volts Single Phase					
20 Amps		\$275.00	\$325.00	\$350.00	
25 Amps		\$300.00	\$345.00	\$375.00	
30 Amps		\$325.00	\$365.00	\$395.00	
40 Amps		\$340.00	\$375.00	\$425.00	
50 Amps		\$350.00	\$395.00	\$450.00	
208 Volts Three Phase					
20 Amps		\$270.00	\$300.00	\$350.00	
25 Amps		\$310.00	\$350.00	\$375.00	
30 Amps		\$330.00	\$365.00	\$400.00	
40 Amps		\$350.00	\$385.00	\$425.00	
50 Amps		\$370.00	\$410.00	\$450.00	
Special Items					
Heavy Voltage / Three Phase					
100 Amps		\$510.00	\$545.00	\$585.00	
200 Amps		\$910.00	\$945.00	\$985.00	
400 Amps		\$1710.00	\$1745.00	\$1785.00	
Track Lights/Spot Lighting/ Light Extensions					
115 V / 750 W / 20 A		\$85.00	\$120.00	\$160.00	
115 V / 1000 W / 20 A		\$100.00	\$135.00	\$175.00	
115 V / 1500 W / 20 A		\$110.00	\$145.00	\$185.00	

SPECIAL NOTICE!!

New York City Code requires that no electrical equipment or apparatus be connected unless it conforms to its electrical code. Hotel will supply electrician to correct any minor infractions at stated labor cost.

WIRING REGULATIONS BASED ON THE ELECTRICAL CODE OF THE CITY OF NEW YORK

- * All electrical apparatus and splices must be installed in a metal enclosure to prevent emission of sparks
- * All metal raceways. Metal lighting fixtures, metal housings of electrically powered equipment shall be grounded.
- * All extension cables shall be 3-wire SJ cord or other approved type and not more than 20 ft. long. One of the wires with green colored insulation is to be used as a ground. Cable must be large enough for the load and have grounded male plug.
- * Flexible cords and cables less than No. 14 gauge wire shall not be permitted.

IF MAILING FORM, PLEASE MAIL TO: SHERATON NEW YORK TIMES SQUARE HOTEL

Attn: Event Management
 811 Seventh Avenue / 4th Floor
 New York, NY 10019
 Tel: (212) 841-6557 Fax: (212) 489-9511

PAYMENT POLICY-FORM MUST BE COMPLETED BEFORE ORDER CAN BE PROCESSED

Customers paying by check must also supply valid credit card number. Payment of balances not prepaid or covered by company check will be billed directly to credit card number given above. By your signature you acknowledge and agree to these terms and authorize the Sheraton to bill your credit card. Personal or foreign checks and wire transfers not accepted.

MAKE COMPANY CHECKS PAYABLE TO: SHERATON NEW YORK TIMES SQUARE HOTEL

PURCHASE ORDERS NOT ACCEPTED FOR PAYMENT.

PLEASE INCLUDE TAX ON ALL ORDERS

Saturdays, Sundays & Holidays (Premium Rate) there will be an additional \$150.00 charge for on-site orders.

Sub Total (Electrical Chgs)	
Premium Rate	
Sub Total	
24% Service Charge (taxable)	
8.875% Sales Tax	
Grand Total	

02/2015

SHERATON NEW YORK HOTEL
Electrical and Cable Services Request Form

Service Order Information

1. **Payment and credit card information for service must accompany service request or order will not be processed.**
2. Date payment is received shall determine actual payment due.
3. Incomplete information regarding hook-up or power requirement will delay processing, as all pre-orders will be completed first.
4. Room or booth number (s) must be identified in the appropriate field on the front of this form.
5. Third party billing is not allowed.
6. Credit will not be given for electrical service installed and not used. Services cancelled prior to installation will be subject to cancellation fee of 25% of the total amount ordered.
7. Claims will not be considered unless filed prior to close of meeting and/or exposition at SNY Event Services Office. Non -receipt of service must be reported to SNY Event Services prior to close of the day for verification and consideration.
8. Unpaid balances are subject to past due penalties.

Important Rules and Regulations

1. No one other than SNY electricians can make any electrical connections or install/remove cable or fixtures.
2. Unless otherwise noted, all material and equipment furnished by the SNY for services shall remain the property of the SNY and shall be removed only by the SNY at the closing.
3. Permanent building utility outlets are the property of SNY and plugging into these outlets is strictly prohibited.
4. Use of open clip sockets, latex or lamp cord wire, duplex or triplex attachment plugs in any part of the SNY is prohibited.
5. All cords must be of three-wired type. All exposed noncurrent-carrying metal parts of fixed equipment which are liable to be energized, shall be grounded.
6. All electrical equipment must be properly tagged and wired with complete information as to type of current, voltage, phase, cycle, horsepower, etc.
7. Electrical power for lights and displays will be turned on one hour prior to show opening and turned off at show closing.
8. Unless otherwise directed, SNY installers are authorized to cut floor coverings to permit installation of services.
9. For voltage fluctuations or power failure the SNY is not responsible for temporary conditions.
10. All electrical service connections (110 V) include 4 female outlets.

Voltage Requirements

Alternating current only. (Current available, single phase 60 cycle approximately 115 Volts, single phase 60 cycle approximately 208 Volts, 3 phase 60 cycle approximately 220 Volts.) Please indicate amperes per phase leg; voltage, and number of phase required. All prices for equipment and labor quoted are subject to change.

Liability and Insurance

The SHERATON NEW YORK TIMES SQUARE HOTEL will not be responsible for any injury, loss or damage that may occur to the guest/exhibitor, the guest/exhibitor's employees or property on both or to any other person, prior during, or subsequent to the period covered by the exhibit/meeting contract, provided said injury, loss or damage is not caused by the hotel. Each exhibitor expressly releases the hotel from such liabilities and agrees to indemnify the hotel against any and all claims for such injury, loss or damage. Exhibitors who wish to carry insurance on their exhibits must place it at their own expense. All terms, conditions, rules, regulations and pricing are non-negotiable.

I have read, understood and I agree to all of the above,

Name: _____
(Please Print)

Signature: _____

Date: _____



Telephone/Internet Services

Sheraton New York Times Square Hotel
Meeting & Event Management
811 Seventh Avenue
New York, NY 10019
Tel: (212) 841-6557 Fax: (212) 489-9511

If you would like to pay via credit card, please fax this form to 212-489-9511. If you do not receive a secured credit card link within 10 business days, please contact the hotel at (212) 841-6557.

Show/Meeting Name:		Show/Meeting Date(s):		
Installation Date & Time:		Removal Date & Time:		
Company Name:		Booth No./ Meeting Room:		
Address:		City	State	Zip
Telephone:	Email:	On Site Contact:		
Type of Service	No. Ordered	Regular Price	On-Site Ordered	Total
DID Telephone Line		\$190.00	\$220.00	\$
Telephone (Instrument)		\$40.00	\$90.00	\$
Speaker Telephone (Instrument)		\$115.00	\$165.00	\$
Digital Multiline (Instrument)		\$300.00	\$325.00	\$
Broadband Internet Access; Hardwire Line		\$750.00	\$1000.00	\$
Additional Broadband Internet Lines (after first); Hardwire Line		\$175.00	\$250.00	\$
High Speed Wireless Internet; Up to 5 Users		\$250.00	\$300.00	\$
High Speed Wireless Internet; Up to 50 Users		\$750.00	\$800.00	\$
High Speed Wireless Internet; Up to 100 Users		\$1200.00	\$1250.00	\$
High Speed Wireless Internet; Above 100 Users		CALL FOR QUOTE	CALL FOR QUOTE	
Polycom Conference phones are available through PSAV. Please call (212) 841-6451 to order.				
Additional Labor rate of \$150 per hour for installations during weekdays before 7am and after 5pm.		Subtotal		\$
		24% Service Charge (taxable)		\$
		8.875% NY Tax		\$
		Total		\$

Important Notice

- If you wish to have your line/circuit installed on weekends and holidays (Premium Rate), \$150 labor rate applies to the above charges.
- Re-location of line request will be charged at the labor rate of \$150 per hour, minimum one (1) hour in addition to line charge. That is to say, once your lines are installed, and you wish to change their location, this labor rate applies to re-locate your line.
- Local and Long Distance Charges – Credit Card information must be provided in order to process form
- In the event of loss or damage to equipment, a replacement cost of \$125 for single line set, \$275.00 for standard speaker set.
- Installation date and time cannot be guaranteed on all orders placed within 48hrs of installation date.

SPECIAL INSTRUCTIONS

- * Orders cancelled with less than 48 hours notice will incur a 50% cancellation fee.
- * No refunds on installed lines.
- * 3rd Party lines are ordered through a 3rd Party Vendor, i.e. Verizon (212) 877-1271.
- * Digital Speaker Telephones are required for multi conference call, speed dialing and other special program features.

SNY USE ONLY

Received By: _____ C.C. Authorization _____ CK# _____ Invoice # _____