

SERVICES BROCHURE – ORDER FORM

**TEMPORARY INTERNET, TELEPHONE & FAX LINES AND HIRE TEMPORARY
HARDWARE**

TO BE SENT BACK BY FAX TO +32 50 32 06 03 OR BY E-MAIL TO EXHIBITION@CITYMESH.COM

This request should be sent back by fax or e-mail to Citymesh at least 5 working days before the set-up of the exhibition/event!

1. DETAILS OF THE CLIENT

Name of the company:.....	Postal code:.....
Name of the contact person:.....	Municipality:.....
First name:.....	Country:.....
Function:.....	Telephone:...../.....
VAT-number:.....	Mobile phone:...../.....
Activity:.....	Fax:...../.....
Street:.....	E-mail:.....
N°:.....Post office box:.....	IBAN & BIC:.....

2. INSTALLATION ADDRESS EXHIBITION/EVENT

Exhibition hall: **Namur Expo**

Name of the exhibition/event:..... Date:/...../..... till/...../.....

Exact location (stand number, hall, specialties,...):.....

IT/Technical contact person at the set-up/disassembly:.....

mobile phone:...../..... E-mail:.....

3. INVOICING DETAILS

idem as information in column 1 "DETAILS OF THE CLIENT"

Name of the company:.....	Postal code:.....
Contact person accountancy:.....	Municipality:.....
First name:.....	Country:.....
VAT-number:.....	Telephone:...../.....
Street:.....	Fax:...../.....
N°:.....Box:.....	E-mail:.....

4. CUSTOMIZED TEMPORARY LINES

Citymesh uses “Citymesh Access Box (CAB)” for temporary internet, telephone & fax lines. This CAB can support up to 8 combinations of temporary lines. Ex.: 2 internet lines, 3 telephone lines & 1 fax line. Please, rent 1 CAB for 8 temporary lines. **Consequently, you always have to order at least 1 CAB!**

Fill out the number	Description	Unit price	Total (€)
.....	Rent CAB	100€€
	Guarantee CAB	250€€

Every installation and/or connection is “plug & play”. You can, however, if necessary, always opt for a Citymesh employee to carry out the installations and/or connections!

A. INTERNET

i. Citymesh Internet Basic (Router mode)

Internet solution for 1 up to maximally 4 PCs (PCs are not supplied by Citymesh NV). Basic internet connection with dynamic IP-addresses, not guaranteed speed of 4Mbit/1Mbit, without limitation in volume. The basic internet connection also comes with its own private WiFi network. This is no possibility/solution for servers → see Citymesh Internet Pro.

Tick off or fill out the number	Description	Unit price	Total (€)
.....	Citymesh Internet Basic + Private wifi	200€€
	Activation and deactivation fee*	100€€
<i>Upon request, the installation can be carried out by a Citymesh employee</i>			
<input type="checkbox"/>	Installation 1 PC	50€€
<input type="checkbox"/>	Installation 2 PCs	75€€
<input type="checkbox"/>	Installation 3 PCs	90€€
<input type="checkbox"/>	Installation 4 PCs	100€€
<input type="checkbox"/>	UTP Cat5 cable	1,9€/m	Additional invoicing
Total 21% VAT excluded		€
* for every “Citymesh Internet Basic” line an activation fee of 50€ and a deactivation fee of 50€ shall be charged.			

ii. Citymesh Internet Pro (Router mode or Bridge mode)

Internet solution for a network of PCs or a server (PCs or server are not supplied by Citymesh NV). Professional internet connection for an unlimited number of PCs or a server, public IP-address, guaranteed symmetric speed, without limitations in volume.

Tick off or fill out the number	Description	Unit price	Total (€)
.....	Citymesh Internet Pro	425€€
	Activation and deactivation fee*	160€€
** <input type="checkbox"/>	Router-mode (standard)	<input type="checkbox"/>	Bridge-mode
<i>Upon request, the installation can be carried out by a Citymesh employee</i>			
<input type="checkbox"/>	Installation of the network of PCs or the server	200€€
<input type="checkbox"/>	UTP Cat5 cable	1,9€/m	Additional invoicing
<i>Guaranteed symmetric speed</i>			
<input type="checkbox"/>	2 Mbit symmetric Down/Up	standard	
<input type="checkbox"/>	4 Mbit symmetric Down/Up	250€€
<input type="checkbox"/>	6 Mbit symmetric Down/Up	450€€
<input type="checkbox"/>	8 Mbit symmetric Down/Up	600€€
<input type="checkbox"/>	10 Mbit or more symmetric Down/Up	On request	
<i>Additional public IP-addresses</i>			
.....	Public IP-address	125€€
<i>Optional Private Wifi-network</i>			
.....	Option Wifi	50€€
Total 21% VAT excluded		€
* for every "Citymesh Internet Pro" line an activation fee of 80€ and a deactivation fee of 80€ shall be charged.			
** In router mode, only 1 public IP address is available and PC's in the network are given a local IP address. In bridge mode it is possible to give a public IP address to various PCs in the network. State how many public IP addresses you need.			

B. TELEPHONY

Every telephone set has a unique telephone number, mentioned on the rented set. **Do not forget to rent a CAB!** If you have already rented a CAB for temporary internet lines, then check if the number does not exceed the maximum capacity of 8 temporary lines.

Tick off or fill out the number	Description	Unit price	Total (€)
.....	Rent of the temporary phone number	25€€
	Rent of a Citymesh telephone (CT)	15€€
	Guarantee of a Citymesh telephone	50€€
	Activation and deactivation fee*	100€€
<i>Attention: the number of temporary telephone numbers = number of Citymesh phones!</i>			
<i>Upon request the connection can be carried out by a Citymesh employee</i>			

<input type="checkbox"/>	Connection 1 CT	30€€
<input type="checkbox"/>	Connection 2 CTs	55€€
<input type="checkbox"/>	Connection 3 CTs	75€€
<input type="checkbox"/>	Connection 4 CTs	90€€
<input type="checkbox"/>	UTP Cat5 cable	1,9€/m	Additional invoicing
Total 21% VAT excluded		€
<i>* for each "temporary telephone number" an activation fee of 50€ and a deactivation fee of 50€ shall be charged. After the exhibition/event a bill shall be drawn up of the call charges and costs for communication. These can be looked into on the Citymesh website: www.citymesh.be/voip-tariff.</i>			

C. FAX

Every fax has a unique fax number, mentioned on the rented machine. **Do not forget to rent a CAB!** If you have already rented a CAB for temporary internet lines and/or temporary telephony, then closely check if the number does not exceed the maximum capacity of 8 temporary lines.

Tick off or fill out the number	Description	Unit price	Total (€)
.....	Rent of the temporary fax number	25€€
	Rent of a Citymesh Fax (CF)	25€€
	Guarantee of a Citymesh Fax	75€€
	Activation and deactivation fee*	100€€
<i>Attention, the number of temporary fax numbers = number of Citymesh faxes!</i>			
<i>Upon request, the connection can be carried out by a Citymesh employee</i>			
<input type="checkbox"/>	Connection 1 CF	30€€
<input type="checkbox"/>	Connection 2 CFs	55€€
<input type="checkbox"/>	UTP Cat5 cable	1,9€/m	Additional invoicing
Total 21% VAT excluded		€
Please, insert a valid e-mail for the incoming faxes:	@.....	
<i>* for every "temporary fax number" an activation fee of 50€ and a deactivation fee of 50€ shall be charged. After the exhibition/event a bill shall be drawn up of the call charges and costs for communication. These can be looked into on the Citymesh website: www.citymesh.be/voip-tariff.</i>			

6. DURATION OF THE CONTRACT

The rent of a temporary internet, telephone & fax line *lasts maximally 6 months*. The temporary internet, telephone & fax lines shall be activated 2 days before the start of the exhibition/event and deactivated after the exhibition/event.

Upon request, the activation can be carried out at some other point of time. Please, clearly specify, if the activation is not effected according to the normal procedure.

Tick off or fill out the date	Description
<input type="checkbox"/>	Standard activation
<i>Please, clearly indicate on which dates the lines have to be activated, if the activation varies from standard.</i>	
...../...../.....	Activation of temporary lines

7. INVOICING & GUARANTEES* (All prices mentioned are 21% VAT excluded)

Attention, 3 days before the start of the exhibition/event the invoice with the ordered temporary lines, rented hardware products and also the guarantee should be settled on the account of Citymesh NV, mentioned on the invoice. After the exhibition/event a bill shall be drawn up with the call charges and costs for communication, a credit note for the guarantees shall be issued (the credit note shall be paid back, after a check-up of the hardware products. Possible damage and/or loss shall be deducted from the guarantee) and the installation costs f.i. UTP-cable (if applicable) shall be invoiced.

With annulment within 5 days before the start of the exhibition the activation and deactivation fees shall be charged.

Guarantees	
Citymesh Access Box (CAB)	250€/piece
Citymesh Telephone (CT)	50€/piece
Citymesh Fax (CF)	75€/piece

8. CONFIRMATION**

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By signing the services brochure – order form the client/legal entity understands and accepts the general conditions of Citymesh and special conditions of this form.

Drawn up in on date/...../.....

Name:.....

Position:.....

Signature + company stamp

** This request must be sent back by fax or e-mail to Citymesh within at least 5 working days before the setup of the exhibition/event. A late submission of this order form can result in charging the additional services resulting from this.*

*** Citymesh NV shall send you a conformation of the order or contact you within 2 working days, upon receipt of this order form.*

9. GENERAL CONDITIONS

- a. The general conditions for the temporary internet, telephone & fax lines can be looked into on www.citymesh.be/terms. These are similar to those for all other Citymesh services/products.
- b. The rent of a temporary internet, telephone & fax line *lasts maximally 6 months*. Next to the rent of the temporary line & hardware there is always a one-time activation and deactivation fee to be paid.
- c. The temporary internet, telephone & fax lines shall be activated 2 days before the start of the exhibition/event, deactivated after the exhibition/event.
- d. The temporary lines for internet, telephone & fax with the numbers or IP-addresses related to them can not be transferred after the exhibition/event to another location, namely a location of the renting small and medium-sized enterprise.
- e. All prices mentioned are 21% VAT excluded. The call charges and costs for communication of the temporary telephone & fax lines are not included and shall be invoiced after the exhibition/event. These are subject to the official price list of Citymesh. This list can be consulted on the Citymesh website: www.citymesh.be/voip-tariff.
- f. Payments: 3 days before the start of the exhibition/event the invoice with the ordered temporary lines, rented hardware products and also the guarantee must be settled on the account of Citymesh NV, mentioned on the invoice. After the exhibition/event a bill with the call charges and costs for communication shall be drawn up, a credit note for the guarantees shall be issued (the credit note shall be paid back, after a check-up of the hardware products. Possible damage and/or loss shall be deducted from the guarantee) and the installation costs f.i. UTP-cable (if applicable) shall be invoiced.
- g. *This request must be sent back to Citymesh at least 5 working days for the set-up of the exhibition/event.* A late submission of this order form can result in charging the additional services resulting from this.
- h. With annulment within 5 days before the start of the exhibition the activation and deactivation fees shall be charged.
- i. Rented hardware products should be returned to a Citymesh employee or at the secretary's office of the exhibition after the termination of the exhibition /event.
- j. By signing the services brochure – order form the client agrees with the general conditions of Citymesh and also the conditions mentioned above.