MOTOR CITY COMIC CON
AT THE VIBE CREDIT UNION SHOWPLACE
INTERNET SERVICES GUIDELINES
NOVEMBER 13 – 15, 2026

To ensure that all exhibitors receive the high level of service that Vibe Credit Union Showplace strives to provide, we strongly encourage all exhibitors to order internet services in advance of the Motor City Comic Con.

Please note the following important information:

- **Advance orders are due by Friday, November 6** to guarantee that internet service will be installed and operational by the show opening on **Friday, November 13**.
- **The facility cannot guarantee that internet service ordered during move-in, November 12–13**, will be installed and operational prior to the opening of the show.
- **Any internet services ordered on-site will be processed on a first-come, first-served basis.**
- The facility **cannot guarantee installation times or activation prior to the opening of the show** for services ordered on-site.
- The **$20/day facility Wi-Fi** is intended for basic, non-commercial use and is **not suitable for business or commercial operations**. Vibe Credit Union Showplace and BOCO cannot guarantee reliable performance of this service during the event.
- **Technical support is not available for the $20/day facility Wi-Fi**. If the service experiences an interruption or connectivity issue, on-site technical assistance cannot be guaranteed.

If you have any questions regarding internet services or need assistance placing an order, please contact **Vibe Credit Union Showplace at 248-348-5600**.

Thank you for your cooperation in ordering internet services in advance and helping us provide the best possible experience for all exhibitors.

Thank you for your cooperation,

Vibe Credit Union Showplace Management

BOCO ENTERPRISES – Internet Order Form

MOTOR CITY COMIC CON at Vibe Credit Union Showplace

Phone: (248) 348-5600 ext. 206 * Fax: (248) 380-3005 * Email: dawn@vibeshowplace.com

Event Name:	Company Name:
Event Start Date: / /	Billing Name:
Event End Date: / /	Billing Address:
Booth/Room #:	Billing Address:
On-Site Contact:	City: State: Zip:
Cell #:	Country:
Email Address:	Phone #:

- **ALL SERVICES FOR TECHNICAL SUPPORT AND LEVELS OF CONNECTIVITY LISTED BELOW ARE SUBJECT TO AVAILABLILTY**
- **ALL CONNECTIONS LISTED ARE INTENDED FOR ONE DEVICE ONLY AND NO SPLITTERS, ROUTERS, OR OTHER WIRELESS DEVICES ARE ALLOWED WITHOUT WRITTEN CONSENT FROM BoCo ENTERPRISES**

SHARED EXHIBITOR NETWORK (SEN): A shared network will be established for Comic Con Exhibitors. Exhibitors should review this order form and determine with their technical support staff what level of connectivity is needed for their activities while at the Vibe Credit Union Showplace. To assist BOCO in understanding what level of connectivity is required, please review and select the level of connectivity outlined below.

INTERNET VIA HARDLINE* [All Hardlines Include 3 Patch Cords]

	Quantity	Advance	Floor	Total
Dedicated Bandwidth Hardline* **				
1.5 Mbps* One drop for up to **3** devices (includes 1 public IP and 1 router)		$ 250	$ 300	
3.0 Mbps* One drop for up to **5** devices (includes 1 public IP and 1 router)		$ 350	$ 400	
6.0 Mbps* One drop for up to **10** devices (includes 1 public IP and 1 router)		$ 450	$ 500	
****Shared Hardline (if the credit card machine can take a hardline connection and doesn't have wifi) 3MB Speed**		$ 105	$ 155	

With the purchase of dedicated bandwidth, routers and switches are provided, NO unauthorized routers or outside devices are allowed.
*A Switch Rental is REQUIRED for multiple connections.
The user must obtain **ONE HOUR MINIMUM of technical support to assist in the configuration and connection of the user's device(s).
***INCLUDES** the **ONE HOUR MINIMUM** of technical support to assist in the configuration and connection of the user's device(s).

GREATER BANDWIDTHS (HIGHER THAN 30MB) ARE AVAILABLE BEYOND THOSE LISTED

Additional Products and Services	Quantity	Advance	Floor	Total
Additional public IP Address		$ 150	$ 200	
Patch Cables- Up to 50'		$ 100	$ 150	
Switch Rental		$ 50	$ 75	
Router		$ 100 and up	$ 150 and up	
Labor/Floor work		N/A	$ 99/hr	

By signing below Customer accepts the BoCo Enterprises Terms and Conditions (page 2)

Customer—Print Authorized Name	**Customer**—Authorized Signature	Date

SUBTOTAL:	
GRAND TOTAL:	

Payment Type: Please select one. Credit card payments appear as "BoCo Enterprises" or "Suburban Collection Showplace" on monthly statements

Internal Use Only

☐ **Check Payable to: BoCo Enterprises** **Mail to: Dawn Thomas, 46100 Grand River Ave., Novi, MI 48374**

By signing this Agreement, Customer agrees that BoCo Enterprises may store Customer's credit card information and Customer hereby authorizes BoCo Enterprises to use Customer's credit card information for future orders which are signed by an authorized representative of Customer.
A 4% administrative fee will be added to all credit card transactions.

☐ **Credit Card** ☐ **Amex** ☐ **MC** ☐ **Visa** **Credit Card #:** _____ **Ex. Date:** _____ **Security Code:** _____

Card Holder Name (print)	Card Holder Name (signature)	Date

BoCo ENTERPRISES
TERMS & CONDITIONS FOR TECHNOLOGY SERVICES
BoCo Enterprises-Vibe Credit Union Showplace

1. **BoCo ENTERPRISES INTERNET/DATA SERVICES:**
   A. Due to the nature of the Internet, **BoCo Enterprises cannot guarantee any level of performance or accessibility beyond our gateway**.
   B. **Internet speeds are best effort and not guaranteed**.
   C. BoCo does not guarantee the safety or security of equipment, software, or proprietary information connected to or carried over services installed by BoCo and/or its sub-contractors.

2. **BoCo PROVIDES LIMITED FIREWALL SECURITY AND NO ANTI-VIRUS PROTECTION ON OUR NETWORK**. CUSTOMER IS RESPONSIBLE FOR PROVIDING THEIR OWN FIREWALL SECURITY AND ANTI-VIRUS SOFTWARE.
   BoCo is not responsible in any way for damage to equipment or software, loss of proprietary information or network delays or interruptions caused by unauthorized security breaches or intrusions.
   Customer may be held liable for any damages to equipment, software, or proprietary information, or any damages due to network delays, interruptions, troubleshooting, and/or repair if the origin of a security breach or intrusion is determined to have originated from their device. BoCo strongly advises every customer to take proper measures to protect their own equipment and software.

3. **CUSTOMER INTERNET/DATA RESPONSIBILITIES:**
   A. **BoCo REQUIRES THAT UPDATED AND CURRENT ANTI-VIRUS PROTECTION BE INSTALLED ON EVERY DEVICE CONNECTED TO THE BoCo NETWORK.**
   B. AT NO TIME will a client power up any wireless device not provided by BoCo without prior authorization.
   C. AT NO TIME, while connected to the BoCo network, will the client use/run their own DHCP server.
   D. Customer must provide a list of all required connections including exact location (exhibit booth number, meeting room number, etc.) and type of device being connected (switch, router, hub, PC, etc.)
   E. Any customer device that is determined to be causing interference with the normal operation of the BoCo network must, at BoCo's request, be immediately disabled or disconnected from the network.
   F. Customer must provide equipment that is properly configured and equipped. In the event that BoCo configures any of Customer's hardware and/or software so that the Customer may use the Services, such configuration shall be undertaken with reasonable care and in keeping with standard industry practices. Under no circumstances shall BoCo be liable to Customer for any damage caused by such configurations, and BoCo makes no representation or warranty that any such configured hardware or software shall be in fact be compatible with the Services or returned to its original condition or configuration at any time. Any re-configuration of Customer's hardware and/or software shall be undertaken by the Customer at its sole risk and expense.
   G. **Internet user** has full, unrestricted access to the Internet. Matters considered improper, offensive, or even unlawful by groups or individuals are not the responsibility of BoCo.
   H. **Customer is responsible** for the proper configuration of customer provided equipment and software for Internet services, etc. Customer is responsible for all services outside of basic Internet connectivity including e-mail, VPN, FTP, web services, etc.

4. **OTHER REQUIREMENTS** over and above what is listed on this form, should be attached and returned to the Vibe Credit Union Showplace.

5. **INDEMNIFICATION AND LIMITATION:** BoCo's obligations under this Agreement are subject to limitation, and BoCo and/or its subcontractors shall not be liable for delays, failure to perform, or destruction or malfunction of the equipment and service, or any consequences of the above, caused, occasioned or due to fire, flood, water, the elements, labor requisition, shortages, utility curtailment, power failure, explosions, civil government requisition, shortages of equipment or supplies, unavailability of transportation, acts of omissions of anyone other than BoCo, its representatives, agents, subcontractors, or employees, or any other cause beyond BoCo's reasonable control. In no event shall BoCo be liable to the customer or to any other party for special, collateral, exemplary, indirect, incidental, or consequential damages. Such excluded damages include, but are not limited to loss of profits, loss of use or interruption for business, or there consequential or indirect economic loss. Customer/user hereby indemnifies BoCo harmless from any and all liability, damages, or costs arising from the providing of these services or equipment.

6. **SHARING PROHIBITED:** These connective services are to be provided by and are not to be shared with other customers. Any customer sharing communication services without written authorization from BoCo will be charged for that service and standard rates on a complete second Service Order Form. All additional charges will be billed to the authorized credit card at the close of the event.

7. **BoCo EXCLUSIVITY:** Only BoCo Personnel are authorized to modify system wiring and cable. All material and equipment furnished for this service contract shall remain property of BoCo.

8. **EQUIPMENT COMPLIANCE REQUIREMENT** must comply with FCC regulations and be configured to operate with "dial 9" service.
   BoCo reserves the right to limit use of outside communication devices, including wireless devices.

9. **CHARGES SUBJECT TO CHANGE:** Prices for labor, equipment and services are based upon current wage rates and are subject to change without notice. Rates quoted for all connections cover only bringing one service to the event space in the most convenient manner and do not include connection of customer owned equipment.

10. **EQUIPMENT PROCEDURES:**
    A. **Customer is responsible** for returning all equipment issued by or rented from BoCo in good condition to the BoCo Personnel or by making arrangements through the assigned Event Coordinator for the return or rented/issued equipment.
    B. Lost, stolen, or damaged equipment will be charged to customer's authorized credit card at prevailing rates.

11. **PAYMENTS & REFUNDS:**
    A. **Payment in full** is required before service can be connected, once ordered there are no refunds for services.
    The **"Payment Options"** section on the Service Order Form must be completed on every service order. By providing an authorized signature on the front of this form, you authorize BoCo to charge the amount due as pre-payment for services ordered, as well as any charges incurred for additional services ordered during the event, to the authorized credit card.