

## Internet Service Form

Event Name: \_\_\_\_\_ Event Dates: \_\_\_\_\_  
 Stand Name: \_\_\_\_\_ Pavilion / Site No: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

### Packages Available

		Cost (inc.GST)	Quantity
Package 1	1 Day (inc. 1 enabled wireless connection)	\$30	
	- each additional connection	\$10	
Package 2	3 Day (inc. 1 enabled wireless connection)	\$50	
	- each additional connection	\$10	
Package 3	5 Day (inc. 1 enabled wireless connection)	\$80	
	- each additional connection	\$15	
Package 4	10 Day (inc. 1 enabled wireless connection)	\$140	
	- each additional connection	\$20	
Ethernet	Cabled Internet Connection - per package	\$50	
<b>Total Cost (inc. GST)</b>		<b>\$</b>	



The Internet feed is a 50Mbps full duplex service, connections are provided via 100Mbps wired Ethernet or 802.11n WIFI.

Please complete all relevant spaces below with your preferred username and password (**all lowercase/no spaces** – maximum 8 characters) for each connection required which you will use to access the network onsite:

Username 1 _____	Password 1 _____
Username 2 _____	Password 2 _____
Username 3 _____	Password 3 _____
Username 4 _____	Password 4 _____
Username 5 _____	Password 5 _____

### Conditions of Installation

1. Each connection will be available for testing one day prior to the event day.
2. Supply can be made with one business day confirmation, however a 20% surcharge may apply with less than 5 days notification.
3. Connection and supply of Ethernet/Wireless does not include computer, network interfaces, router or other necessary equipment.

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

### Payment Details

This form will become a Tax Invoice upon payment. The invoice amount will be deducted within 7 days of the event completion.

Visa     Mastercard     Bankcard     AMEX / DINERS (3.5% charge)    ABN 68 531 710 498

Amount \$ \_\_\_\_\_ Expiry Date \_\_\_\_\_ / \_\_\_\_\_

Card Number   

Card Holders Name \_\_\_\_\_ Card Holders Signature \_\_\_\_\_

### OFFICE USE ONLY

Entered in Portal/Sent to VM \_\_\_\_\_ Sent receipt to Exhibitor \_\_\_\_\_

# Internet Set Up Guide

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To connect to the wireless access points at the Adelaide Showground, please ensure your wireless device is enabled and working correctly. Once in a wireless hot spot area within the Adelaide Showground, use your wireless software to scan for available wireless networks. The Hotspot access points you are looking for will be – Adelaide Showground which you will need to 'connect' too. Your computer will be assigned an Internet address via DHCP. You will then be required to authenticate on a portal system to gain Internet access, this is achieved by opening your web browser (Internet Explorer, Google Chrome, Firefox etc) and this will then take you to a log on page. Your log-in credentials are what you entered on your application form (i.e. Username and Password all in lower case)

## Procedure to set up the PC to obtain an IP Address from a DHCP server

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To be able to connect to the Adelaide Showground Hotspot it will require the end user to connect a PC with its wireless or Ethernet interface set to obtain its details on boot up using DHCP (DHCP = dynamic host configuration protocol). DHCP settings are also referred to as "Server Assigned" settings. To ensure your Laptop/PC is configured to do this, please follow the simple guidelines below, making sure to detail any settings that you change so you can restore them when connecting back into your home or office environment.

### Windows 2000/XP

1. Click on "Start" --> "Control Panel"
2. Under Control Panel, double click "Network Connections" *If you cannot see this icon, you may have to click "switch to classic view" in the top left corner*
3. Find your Local Area or Wireless Connection, and then right click it and choose "Properties"
4. Click "Internet Protocol" and then "Properties"
5. Click "Obtain IP Address Automatically"
6. Click "Obtain DNS Server Address Automatically"
7. Click OK
8. Click OK again.
9. Restart the computer and try to connect again

### Windows 7

1. Click on "Start" --> "Control Panel"
2. Under Control Panel, click "Network and Sharing Center" *If you cannot see this icon, you may have to change "view by to icons" in the top right corner*
3. Click "Change adapter settings" on the left hand side
4. Find your Local Area or Wireless Connection, and then right click it and choose "Properties"
5. Click "Internet Protocol" and then "Properties"
6. Click "Obtain IP Address Automatically"
7. Click "Obtain DNS Server Address Automatically"
8. Click OK
9. Click OK again.
10. Restart the computer and try to connect again

## Troubleshooting Guide

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If there is no connectivity, please check the following before ringing the Event Coordinator/Event Operations Supervisor:

1. That you have entered the username and password correctly and it has been entered all as lower case.
2. That your Laptop/PC has wireless capabilities if you have chosen a wireless service. If your Laptop/PC does not have wireless capabilities you will need to contact the Event Coordinator to order an Ethernet (Cable).
3. Both the PC Ethernet adapter and the switch port have a link light.
4. That you have tried setting your Ethernet speed and duplex settings to "Auto"
5. When web browsing that no proxy server is selected for use.
6. Any Firewall software installed on your machine allows for the new allocated IP address to work.
7. Can you ping 202.136.102.254 (Adam gateway) and 203.2.124.164 (Adam DNS server)

Complete and return form to:

Email: [csopp@adelaideshowground.com.au](mailto:csopp@adelaideshowground.com.au)

Fax: (08) 8231 2762

#### ENQUIRIES DURING OFFICE HOURS:

Please contact our Event Planner, Carrie Sopp on 1300 890 399 or email [csopp@adelaideshowground.com.au](mailto:csopp@adelaideshowground.com.au)

#### ENQUIRIES AFTER HOURS:

Please contact our Event Operations Supervisor on 0419 185 312

**Please return this form at least 5 working days prior to the commencement of the event. Any reproduction of information contained within this document requires authorisation from the AS prior to distribution**

(Forms received less than 5 full working days prior to the event will incur a 20% late charge)

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