

**PRICES ARE SUBJECT TO CHANGE WITHOUT NOTICE**

**Customer agrees to pay all charges incurred by meeting, including any long distance charges.**

**A test call one business day prior to the meeting is mandatory with all applicable charges.**

**Attendees must arrive on time for their scheduled event. Charges will apply regardless of lateness or failure to attend.**

**Call quality: An interruption of service during a meeting can occur by problems at any endpoint, at a bridge, or simply line problems. The customer agrees not to hold Kusar, Inc. liable for any damages or loss resulting from an interruption of service or other unexpected termination of the meeting.**

**PAYMENT ARRANGEMENTS:**

A credit card deposit is required for estimated room charges. Unused fees will be credited back to the customer. Mastercard, Visa, and Amex are accepted.

**CANCELLATION FEES:**

- 1 business day or less: 100% of all scheduled charges, excluding network charges
- 2 business days: 50% of all scheduled charges, excluding network charges
- 3 business days or more: \$50 cancellation fee per location

**BASIC ROOM FEES:**

Minimum room charges: One hour at \$200/hour  
(Normal business hours, 9:00am to 4:59pm Monday through Friday, PDT-UTC-7, PST-UTC-8 local California times)  
\$50 domestic call administration fee  
\$75 international call administration fee

Time is billed in 15-minute increments.

Any hourly room fees **NOT occurring between 9:00am and 5:00pm PST Monday through Friday** (including weekends and holidays) will be billed at the following rates (all times local PST/PDT):

After Hours Room Rate – Non-Business Hours (5:00pm-7:59pm, 6:00am-8:59am):

- \$350 per hour for standard room (up to 6 people, minimum 2 hours)
- \$450 per hour for large capacity conference room (minimum 2 hours)

After Hours Room Rate – Late Night (8:00pm-5:59am), Weekends & Holidays:

- \$450 per hour for standard room (up to 6 people, minimum 2 hours)
- \$550 per hour for large capacity conference room (minimum 2 hours)

End Point Location Rental Rates: Quote  
ISDN Domestic Dialing Fees: \$150/hour  
ISDN International Dialing Fees: Quote

**EXTRAS:**

Catering:	Quote
VCR Recording:	\$25/2-hour tape
Conversion of recording to DVD	\$65/hour
In-Conference Attendant Fee:	\$50/hour
Additional Camera:	\$35/hour
Elmo Document Camera:	\$50/hour
T1 Internet Connection (wired or wireless):	\$40/hour
T1 Connection with Computer:	\$60/hour
Computer Display Connection to Camera (Scan Converter):	\$40/hour
Use of conference room pre- and post-conference	\$100/hour during normal business hours
Use of conference room pre- and post-conference	Full room rate during non-business hours

**BRIDGING FEES:**

No charges will be made for the test call unless an equipment compatibility issue is encountered, in which case bridging services may be required, at the following rates:

- \$180/hour per endpoint ISDN
- \$80/hour per endpoint IP

There will be a \$100 per-meeting setup fee if bridging is required.

Any fees incurred by LBVCC to make test calls to other bridging services and any bridging fees will be paid for by the customer.

These charges only apply if a point-to-point connection cannot be made without the use of a bridge.

If bridging is required for any reason, including multipoint calls, all endpoints must make a test call to the bridging services team one business day before the conference date and time.