

ADVANCE RATE TELEPHONE AND INTERNET SERVICE ORDER FORM

EFFECTIVE THRU DECEMBER 2008



175 West Kellogg Blvd Suite 501
St Paul MN 55102-1299
Phone: 651-265-4800
Fax: 651-265-4899
Service Information 651-265-4875

DO NOT mail or fax this form to the decorator.
Please mail or fax this form to:
Saint Paul RiverCentre **651-265-4899**

Name of Show _____	Booth # _____	
Company Name _____	Date(s) of Show _____	
Street Address _____	Phone # _____	FAX #: _____
City _____	State _____	Zip _____
Contact (print) _____	Contact (Sign) _____	
Email Address _____		

Advance Rates valid up until one business day prior to first day of set-up.

Telephone Service	Quantity	Description	Advance Price	Total
	_____	Telephone Line	\$ 150.00	\$ _____
	_____	Telephone Rental	\$ 15.00	\$ _____

All telephone line connections include the line, labor for installation, and unlimited access to local calls and Toll Free numbers. All long distance calls will need to be made using the user's personal calling card. All telephone extensions must dial "9" for outside calls. No exceptions.

Internet Service	Quantity	Description	Advance Price	Total
	_____	Wireless High Speed Internet	\$ 175.00	\$ _____
		For wireless connections - RiverCentre will e-mail access code one week prior to event -- must include e-mail address above --		
	_____	Wired High Speed Internet (single connection)	\$ 400.00	\$ _____
	_____	Additional wired connections adjacent to original connection	\$ 200.00	\$ _____

High speed internet access (3 meg) – wired (10/100mbps) – wireless (802.11 b/g). Cables are property of Saint Paul RiverCentre. A \$25.00 fee will be incurred for each cable that is missing at the conclusion of the event.

Special Services *	Quantity	Description	Advance Price	Total
	_____	Static IP address	\$ 100.00	\$ _____
	_____	Technician Support (\$150 minimum charge)	\$ 150.00 / 30 minutes	\$ _____

* Please contact us in advance for all Special Services. Send email request in advance to ITServices@RiverCentre.org

* Technical Support requested on site is limited to technician availability at time of request.

TOTAL TELEPHONE AND INTERNET ORDER **\$ _____**

RiverCentre Federal ID# 41-1970667

Payment must be made in U.S. Funds. Make checks payable to **Saint Paul RiverCentre**

<input type="checkbox"/> MasterCard	<input type="checkbox"/> VISA	<input type="checkbox"/> Invoice (See Below)	<input type="checkbox"/> Money Order # _____
<input type="checkbox"/> American Express	<input type="checkbox"/> Discover		<input type="checkbox"/> Company Check # _____
Credit Card # _____	Exp. Date _____	Not responsible for lost or misdirected service orders.	
Cardholders Name _____		<input type="checkbox"/> For copy of the receipt check here. Include Fax # or Email address above	
Authorized Signature _____		<input type="checkbox"/> For confirmation of order check here. Include Ph# or Email address above	

Invoicing:

Requests for invoices will be charged a \$25 processing fee per service. Service requested on-site will be charged a higher rate than Advanced Price.

Refund Policy:

Requests for refunds should be made 3 business days prior to avoid a \$10 processing fee. Refunds are not available after the start of the event

UNDER NO CIRCUMSTANCES SHALL ANYONE OTHER THAN RIVERCENTRE STAFF MAKE ANY CONNECTIONS