



30 Civic Center Drive SE  
 Rochester, MN 55904-3701  
 Phone: 507-328-2220  
 Fax: 507-328-2221  
 www.mayociviccenter.com

**EXHIBITOR SERVICES ORDER FORM - 2012**

Show Name:		
Show Dates: From:		To:
Exhibitor Booth #:		

**Use this form for payment by check only**  
**To order with a credit card, please visit [www.mayociviccenter.com/serviceorders](http://www.mayociviccenter.com/serviceorders)**

Company:			
Address:			
City:			
State/Province:		Postal Code:	
Phone:		Fax:	
Contact Name:		Email:	

Description	Quantity	Unit Price	# Days	Amount
120 Volt / 20 Amp Circuit <sup>1</sup>		\$73.00	Per Event	
208 Volt / 30 Amp Circuit must supply own plug or tails <sup>1</sup>		\$90.00	Per Event	
Water Service <sup>2</sup>		\$80.00	Per Event	
Telephone Line – Voice Service <sup>3</sup>		\$155.00	Per Event	
Telephone Line – Analog (note which below) <sup>3</sup>		\$20.00	Per Event	
High Speed Internet – Wireless (1.5Mbps, 1 connection) <sup>4</sup>		\$20.00		
High Speed Internet – Wired (3.0Mbps, 1 connection) <sup>4</sup>		\$75.00		
Extension Cord (Rent only, additional \$25 charged if not returned)		\$25.00	Per Event	
Power Strip (Rent only, additional \$25 charged if not returned)		\$25.00	Per Event	
Other <sup>5</sup>				
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**Additional Information:**

In addition to any other notes you may have, please indicate if the requested telephone line is for a **Credit Card Terminal** or **Fax Machine** (circle one).

Other Notes:

<b>Sub-Total:</b>	
<b>Sales Tax – (7.375%) <sup>6</sup>:</b>	
<b>Grand Total:</b>	

**Please mail this form with your check payable to the Mayo Civic Center, not the show decorator or promoter.**  
**Prices listed are in effect January 1 - December 31, 2012 only. Contact the Mayo Civic Center for updated forms.**

- To qualify for the Advance Show Price all pre-orders must be received and paid in full no less than 5 business days before the first scheduled move-in day for the show.
- Pre-orders that do not have payment included will not be filled and the exhibitor will be charged the floor price at move-in.
- Floor Price (Day of Move-in): 110 Volt / 20 Amp Electrical - \$80.00; 208 Volt / 30 Amp Electrical - \$97.00; Water Service - \$88.00

<sup>1</sup> Facility provides a single connection to each booth. Vendor needs to provide or rent extension cord and/or power strip.  
<sup>2</sup> Water Service is not intended for constant use, but instead for fill-up only. Contact the show manager for alternate arrangements.  
<sup>3</sup> Digital Telephone Services can only be used for voice communications. Please select "Telephone Line – Analog" if data communications such as fax or credit card processing is required. Analog Telephone Services can also be used for voice communications. All telephone line connections include the line, labor for installation, and unlimited local and toll free calls. All telephone lines require dialing a "9" for outside calls. Phones will not be provided.  
<sup>4</sup> The Mayo Civic Center will supply 1 username and password for each ordered connection in advance of move-in. A valid email address is required. Pre-ordering is not required for those wishing to utilize the existing Wi-Fi Internet service and pay by credit card once on-site. Additional options are available by contacting the Mayo Civic Center.  
<sup>5</sup> Please reference the list of available Audio-Visual equipment for current pricing, all of which is *per day* rental charge.  
<sup>6</sup> If your business is tax exempt you must provide a completed MN ST-3 Sales Tax Exemption form with this order. The form is available online at <http://taxes.state.mn.us/sales/Documents/st3.pdf>.  
<sup>7</sup> All returned checks are subject to a \$30 service fee. Checks will not be accepted less than 5 business days before event.