



30 Civic Center Drive SE
 Rochester, MN 55904
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 www.mayociviccenter.com

EXHIBITOR SERVICES ORDER FORM – 2010

North Region Respiratory Care Conference

May 2 – 5, 2010

Exhibitor Booth # _____

**PLEASE MAIL OR FAX THIS FORM TO
 MAYO CIVIC CENTER, NOT THE SHOW
 DECORATOR OR PROMOTER**

Company Name _____ Address _____

City _____ State _____ Zip _____

Phone _____ Fax _____ Email _____

Contact (print) _____ Contact (signature) _____

DESCRIPTION	QTY	# DAYS	ORDER PRICE *	SUBTOTAL	SALES TAX	EXTENDED PRICE
120 Volt / 20 Amp Circuit	_____	X Per Event	X \$ 73.00 ea = _____	+ 7.375%	= _____	
208 Volt / 30 Amp Circuit <i>must supply own plug or tails</i>	_____	X Per Event	X \$ 90.00 ea = _____	+ 7.375%	= _____	
Water Service ¹	_____	X Per Event	X \$ 80.00 ea = _____	+ 7.375%	= _____	
Telephone Line – Digital Service ²	_____	X Per Event	X \$155.00 ea = _____	+ 7.375%	= _____	
Telephone Line – Analog Service ²	_____	X Per Event	X \$155.00 ea = _____	+ 7.375%	= _____	
High Speed Internet – Wireless <i>(1.5Mbps, 1 connection)</i> ³	_____	X ___ days	X \$20.00 ea = _____	+ 7.375%	= _____	
High Speed Internet – Wired <i>(3.0Mbps, 1 connection)</i> ³	_____	X ___ days	X \$75.00 ea = _____	+ 7.375%	= _____	
Other ⁴ _____	_____	X _____	X \$ _____ = _____	+ 7.375%	= _____	
Other ⁴ _____	_____	X _____	X \$ _____ = _____	+ 7.375%	= _____	
Other ⁴ _____	_____	X _____	X \$ _____ = _____	+ 7.375%	= _____	
Other ⁴ _____	_____	X _____	X \$ _____ = _____	+ 7.375%	= _____	
Other ⁴ _____	_____	X _____	X \$ _____ = _____	+ 7.375%	= _____	

GRAND TOTAL

METHOD OF PAYMENT

Check Enclosed ⁵ *Payable to Mayo Civic Center* MasterCard Visa American Express Discover

Credit Card Number

Exp Date

Signature As On Card

**PRICES LISTED ARE IN EFFECT JANUARY 1 - DECEMBER 31, 2010 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 attached 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 - \$98.00; Water Service - \$88.00

¹ Water Service is not intended for constant use, but instead for fill-up only. Contact the show manager for alternate arrangements.

² 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.

³ 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.

⁴ Please reference the list of available Audio-Visual equipment for current pricing, all of which is *per day* rental charge.

⁵ All returned checks are subject to a \$30 service fee. Checks will not be accepted less than 5 business days before event.