



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

## EXHIBITOR SERVICES ORDER FORM – 2009

Show Name: \_\_\_\_\_

Event Date(s): \_\_\_\_\_

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	QUANTITY	ADVANCE ORDER PRICE *	SALES TAX	EXTENDED PRICE
120 Volt / 20 Amp Circuit	_____ X Per Event	X \$ 68.00 ea = _____	+ 7.375% = _____	_____
208 Volt / 30 Amp Circuit <i>must supply own plug or tails</i>	_____ X Per Event	X \$ 83.00 ea = _____	+ 7.375% = _____	_____
Water Service <sup>1</sup>	_____ X Per Event	X \$ 73.00 ea = _____	+ 7.375% = _____	_____
Telephone Line – Digital Service <sup>2</sup>	_____ X Per Event	X \$155.00 ea = _____	+ 7.375% = _____	_____
Telephone Line – Analog Service <sup>2</sup>	_____ X Per Event	X \$155.00 ea = _____	+ 7.375% = _____	_____
High Speed Internet – Wireless <i>(1.5Mbps, 1 connection)</i> <sup>3</sup>	_____ X ___ days	X \$20.00 ea = _____	+ 7.375% = _____	_____
High Speed Internet – Wired <i>(3.0Mbps, 1 connection)</i> <sup>3</sup>	_____ X ___ days	X \$75.00 ea = _____	+ 7.375% = _____	_____
Freight Handling <sup>4</sup>	_____ X ___ days	X \$20.00 ea = _____	+ N/A = _____	_____
Other <sup>5</sup> _____	_____ X _____	X \$ _____ = _____	+ 7.375% = _____	_____
Other <sup>5</sup> _____	_____ X _____	X \$ _____ = _____	+ 7.375% = _____	_____
Other <sup>5</sup> _____	_____ X _____	X \$ _____ = _____	+ 7.375% = _____	_____
<b>GRAND TOTAL</b>				

**METHOD OF PAYMENT**

Check Enclosed <sup>6</sup> *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, 2009 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 - \$75.00; 208 Volt / 30 Amp Electrical - \$90.00; Water Service - \$80.00

<sup>1</sup> Water Service is not intended for constant use, but instead for fill-up only. Contact the show manager for alternate arrangements.  
<sup>2</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>3</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>4</sup> Not available for all events. Please reference the Freight Handling Terms & Conditions and Freight Handling Service Order Form. One (1) hour minimum charge applies.  
<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> All returned checks are subject to a \$25 service fee.