

# ADVANCE RATE TELEVISION SERVICE ORDER FORM

EFFECTIVE THRU DECEMBER 2010



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.**

Cable TV Connection	Quantity	Description	Advance Price	Total
	_____	Cable Television	\$ 150.00	\$ _____

All connections include the use of line and labor for standard installation.

CCTV Service	Quantity	Description	Advance Price	Total
	_____	Video Feed between two points in-house	\$ 150.00	\$ _____

All connections include the use of line and labor for standard installation.

TV / DVD or VCR Rental	Quantity	Description	Advance Price/Day	Total
	_____	Television – 27"	\$ 50.00	\$ _____
	_____	VCR or DVD	\$ 50.00	\$ _____

A limited number of Television sets are available.  
All rentals include labor for standard installation.

**TOTAL TELEVISION 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 \_\_\_\_\_  
Cardholders Name \_\_\_\_\_  
Authorized Signature \_\_\_\_\_

**Not responsible for lost or misdirected service orders.**

- For copy of the receipt check here. Include Fax # or Email address above  
 For confirmation of order check here. Include Ph# or Email address above

**General Conditions:**

Wall and post outlets are **not** included in booth rental fee.  
All material and equipment remains the property of RiverCentre.  
Prices are based on current wage scale and are subject to change in the event of wage changes prior to show.  
No claims will be accepted or adjustments made unless filed by the exhibitor prior to close of the show.

**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**