



PSAV Radisson Blu Mall of America
Exhibit Order Form 2018



Please Print Clearly

Company: _____ Date: _____

Contact Name: _____

Billing Address: _____

City: _____ State: _____ Zip Code: _____

Telephone Number: _____ Fax Number: _____

Conference Name: _____ Dates: _____ Booth # _____

<u>Electrical Charges</u>	<u>Charge</u>	<u>Qty</u>	<u># Days</u>	<u>=Total</u>
120V under 10Amp (Power Strip & Cord)	\$42.00/day	_____	_____	_____
120V Dedicated 20Amp (Power Strip & Cord)	\$110.00/day	_____	_____	_____
100 Amp - 3 Phase Power	\$500.00/day	_____	_____	_____
200 Amp - 3 Phase Power	\$750.00/day	_____	_____	_____

<u>High Speed Internet</u>	<u>Charge</u>	<u>Qty</u>	<u># Days</u>	<u>=Total</u>
Wired Internet Line @ 10Mbps*	\$170.00/day	_____	_____	_____
Wi-Fi Connection @ 10Mbps*	\$26.00/day	_____	_____	_____

*Internet charges are per connection/per day

<u>Televisions and Monitors</u>	<u>Charge</u>	<u>Qty</u>	<u># Days</u>	<u>=Total</u>
21" Dell Desktop Monitor	\$125/day	_____	_____	_____
52" Sharp TV on Rolling Stand	\$295/day	_____	_____	_____

This is an abridged list of services. If you need specific audio visual equipment please call PSAV at (952) 851-4097

Radisson Blu Mall of America offers basic complimentary Wi-Fi access to all guests. This can be obtained via voucher code when you arrive on site at the hotel. Vouchers for complimentary access cannot be requested in advance.

Sub Total: _____

30% Service Charge (on entire sub-total): _____

Tax (7.525% except on Internet): _____

Grand Total: _____

For payment instructions please continue to page #2

Signature _____ E-mail Address _____

Email or Fax to both pages: **Radisson Blu Mall of America**
ATTN: PSAV Presentation Services
2100 Killebrew Drive, Bloomington, MN 55425

Fax: (952) 851-4091
Phone: (952) 851-4097
Email: TJHEATON@PSAV.COM

Orders and payment must be received 14 days prior to date of show. 50% surcharge will be added to onsite orders
All services must be paid by credit card in advance of show. The hotel or PSAV is not responsible for damage to equipment due to power surge interruption. Surge protection is strongly recommended. The hotel or PSAV Presentation Services is not responsible for lost or stolen articles in any exhibit booth or conference room.
Any cancellation within 72 hours prior to event will be charged at full rate.



2100 Killebrew Drive, Bloomington, MN 55425

Protecting customer information and data is important to us. Please be advised that we no longer accept complete credit card numbers in written form. Complete this form listing only the last four digits of your credit card number.

Please email both signed pages to TJ Heaton tjheaton@psav.com. PSAV will provide you with an audio visual event order and confirmation via email. From there Dariya Poe, Accounts Receivable for Radisson Blu Mall of America will contact you for the remaining credit card numbers and process your payment. She can also be reached directly at 952-851-4023.

Date: _____

I authorize the Radisson Blu MOA to charge my credit card according to the details below. I guarantee full payment of the account as described.

Name of Guest/Group: _____

Function/Arrival Date: _____ Departure Date: _____

Confirmation Number/Group ID# if applicable: _____

Credit Card Type: _____ Expiration Date: _____

Last 4 digits of the credit card number:

Four empty boxes for entering the last four digits of the credit card number.

Reminder: Please provide remaining credit card number to the hotel personnel listed above.

Cardholder Name (Please Print): _____

Company Name: _____

Cardholder Signature: _____

Cardholder Billing Address: _____
(If different than page #1)

Cardholder Phone Number: _____

Cardholder E-mail Address: _____

Authorized Amount in US Dollars: _____

Other Billing Instructions: _____