



The Depot Minneapolis, A Renaissance Hotel
 225 Third Avenue South
 Minneapolis, Minnesota, 55401
 Main Phone: (612)-375-1700

Electrical & Internet Service Order Form

PLEASE PRINT CLEARLY

Name of Event	WomenVenture 2016 Women Mean Business Luncheon and Marketplace	Date (s) Exhibiting	14-Oct-16
Your Firm Name	Booth Numbers		
Street Address	Contact Person		
City	State	Zip	Phone #

Payment Notice: Advanced Rates apply to orders paid in full and received 3 BUSINESS DAYS PRIOR TO THE FIRST SCHEDULED MOVE-IN DAY. Day of Event Rate must be paid upon request of services on move-in day or during event. NO EXCEPTIONS.

Standard Electrical Service

120 Volts per Single Receptacle				Qty.	Advance Rate (per day)	Day of Rate (per day)	#of Total Dates Needed	TOTAL
10 amp	(1100 watts)							

Internet Service

	Qty.	Advance Rate (per day)	Day of Rate (per day)	# of Total Dates Needed	TOTAL
High Speed Wired Connection (includes 1 connection)		\$100.00	\$200.00		
Wireless Internet Connection (includes 1 connection)		\$25.00	\$50.00		
Additional Wired Connections		\$50.00	\$100.00		
Additional Wireless Connections		\$10.00	\$20.00		
					TOTAL
					\$0.00

Payment Information

** Taxes & Service Charges are subject to change without notice	Order Total	#REF!
	22% Required Service Charge on the Order Total	#REF!
	10.775% Required Tax on the Service Charge Total	#REF!
	10.775 Required Tax on the Order Total	#REF!

No Personal Check.
 Make Company Checks Payable to: The Depot Minneapolis

Type of Payment (Please Circle)

Company Check _____ Company Check Number _____

Credit Card (last 4 digits only)**: _____ Signature on Card _____

**** If paying by Credit Card - DO NOT print number on this form, instead call: 612-758-7804 between the hours of 9a-3pm Central Time (M-F). Orders will NOT be processed until payment is called in. Please do NOT leave your credit card number on a voice mail. Credit cards are processed day of advising number.**

Please Fax Completed Forms to:
 Convention Service at (612).758.7814