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## **CREDIT CARD AUTHORIZATION FORM**

### **Taxable Services**

Electrical Services .....\$ \_\_\_\_\_  
Internet and Phone Line Services .....\$ \_\_\_\_\_  
Water and Drain Services .....\$ \_\_\_\_\_

8.025% Sales Tax\* .....\$ \_\_\_\_\_

\* All tax exempt orders must be submitted with a completed Certificate of Tax Exemption.

### **Non-Taxable Services**

Labor (must have cc on file) .....\$ \_\_\_\_\_

**Grand Total:** .....\$ \_\_\_\_\_

**Accepted Payments:** Visa, MasterCard, American Express, Discover. Checks can be made payable to Hubbell/Tyner. Please include a copy of all appropriate order forms when paying by check.

- All orders must be received with payment to qualify for published Advance rates.
- All charges must be paid prior to the close of the event.
- Cancellations within 48 hours of the first move-in day of the event will not be refunded. **First Day of Move-In 5/8/18**
- Remit orders forms/payment to:  
Email: [anelson@hubbelltyner.com](mailto:anelson@hubbelltyner.com)  
Fax: 651-917-2658  
Mail: Hubbell/Tyner, 2110 Old Highway 8 N.W., New Brighton, MN 55112

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## **EXHIBITING COMPANY INFORMATION**

Exhibiting Company \_\_\_\_\_ Booth # \_\_\_\_\_  
Address \_\_\_\_\_  
City/State/Zip \_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_  
Contact \_\_\_\_\_ Email \_\_\_\_\_

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## **CREDIT CARD AUTHORIZATION**

**3<sup>RD</sup> PARTY:** ☐ YES ☐ NO

Company Name: \_\_\_\_\_  
Card Number \_\_\_\_\_  
Card Type ☐ Visa ☐ Master Card ☐ Discovery ☐ American Express Exp \_\_\_\_\_ CVV \_\_\_\_\_  
Card Holder Name \_\_\_\_\_  
Card Holder Signature \_\_\_\_\_  
Billing Address \_\_\_\_\_  
City/State/Zip \_\_\_\_\_ Phone \_\_\_\_\_

## ELECTRICAL SERVICES

Orders must be received on or before the published advance cut-off date to qualify for advance pricing. Please complete the Credit Card Authorization form when placing your order for electrical service. Prices are subject to change without notice.

**Please Note:** Hubbell/Tyner will primarily assist with order processing and general questions. All technical assistance needs will be handled by US Bank Stadium.

<b>Taxable Services</b> .....	<b>Qty.</b>	<b>Advance</b>	<b>Standard</b>	<b>Extended</b>
Cell phone / laptop charging (Shared Circuit) .....		\$159.00	\$245.00	= \$ _____
<b>Important:</b> If power usage exceeds or trips a Shared Circuit the Exhibitor will automatically be upgraded to a Dedicated Circuit Pricing.				
20 amp, 120 volt, 1 phase disconnect (**Dedicated Circuit) .....		\$235.00	\$325.00	= \$ _____
100 amp, 208 volt, Single phase/3 phase disconnect** .....		\$1147.00	\$1376.00	= \$ _____
400 amp, 208 volt, Single phase/3 phase disconnect** .....		\$3744.00	\$4493.00	= \$ _____
Move-in/out ONLY Electrical Service (per day) .....		\$85.00	\$85.00	= \$ _____
25' Extension Cord .....	x	\$25.00	\$30.00	= \$ _____
50' Extension Cord.....	x	\$35.00	\$40.00	= \$ _____
100' Extension Cord.....	x	\$45.00	\$50.00	= \$ _____
Power Strip.....	x	\$25.00	\$30.00	= \$ _____

<b>Non-Taxable Labor Services</b> .....	<b>Qty.</b>	<b>Advance</b>	<b>Standard</b>	<b>Extended</b>
Electrician – Straight Time (7:00am – 3:15pm) .....	x	\$110.00	\$132.00	= \$ _____
Electrician – Overtime (3:15pm – 5:15pm) .....	x	\$165.00	\$198.00	= \$ _____
Electrician – Overtime (5:15pm – 7:00am/Weekends) .....	x	\$220.00	\$264.00	= \$ _____

1. Specific voltage and/or other special installation needs must be received by the US Bank Stadium 30 days prior to scheduled exhibitor arrival and move-in. Please contact US Bank Stadium's Technical Assistance for specific questions on setting this up.
2. All electrical service connections and overload protection to special equipment must be made by US Bank Stadium Electricians only.
3. Facility electrical outlets are not part of the exhibitor's booth space and may not to be used by exhibitors. Use of un-approved clip sockets, latex/lamp cord wire, duplex or triplex attachment plugs by exhibitors is prohibited.
4. Equipment must be properly marked listing complete information on the amount of voltage, phase, frequency, horsepower, etc. required.
5. All equipment and supplies provided by US Bank Stadium for electrical service orders shall remain the property of US Bank Stadium and can only be removed by US Bank Stadium electricians at the conclusion of the event.
6. US Bank Stadium electricians are authorized to cut floor coverings/carpet for installation of electrical service unless instructed otherwise.
7. Exhibitors providing their own 120 Volt cords and power strips must use 3 wire grounded cords. All exposed non-current carrying metal on equipment, which are to be energized are required to be grounded.
8. **Power will be turned on 1 hour prior to event start and turned off 30 minutes after close on every day.**
9. Listed rates for all electrical connections only cover the connection of service to the booth in the most direct manner needed by US Bank Stadium and does not include connecting equipment to provided services. Special placement or relocation of service will result in a labor charge.
10. Power requirement/Installations that may cause an obstruction or hazard will not be installed unless approved by show management. US Bank Stadium reserves the right to refuse electrical services to any exhibitor whose equipment is considered unsafe by US Bank Stadium's electrical technicians. 1. Specific voltage and/or other special installation needs must be received by the US Bank Stadium 30 days prior to scheduled exhibitor arrival and move-in. Please contact US Bank Stadium's Technical Assistance for specific questions on setting this up.

**The Credit Card Authorization Form must be submitted with all orders. \*Rates are subject to change**

### Electrical Service Technical questions:

Terrence Mohs E-mail | [Terrence.mohs@gephartelectric.com](mailto:Terrence.mohs@gephartelectric.com) Phone | 651-219-3383

### Order Processing and Billing:

Amanda Nelson E-mail | [anelson@hubbelltyner.com](mailto:anelson@hubbelltyner.com) Phone | 651-917-2632

**\*Cancellations within 48 hours of the first move-in day of the event will not be refunded.**

## **INTERNET AND PHONE LINE SERVICES**

Orders must be received on or before the published advance cut-off date to qualify for advance pricing. Please complete the Credit Card Authorization form when placing your order for electrical service. Prices are subject to change without notice.

**Please Note:** Hubbell/Tyner will primarily assist with order processing and general questions. All technical assistance needs will be handled by US Bank Stadium.

### *Internet Services at US Bank Stadium*

US Bank Stadium offers free wireless internet via the #USBANKSTADIUM network. Custom wireless network names are available upon request (fees vary based on scope and design).

Wired Ethernet connections are available in select areas of the stadium:

**Gigabit Port** ..... Event \$250.00 per line x \_\_\_\_\_ = \$ \_\_\_\_\_  
**Patch Cable** ..... Event \$50.00 per cable x \_\_\_\_\_ = \$ \_\_\_\_\_

1. US Bank Stadium requires that all devices accessing US Bank Stadium's network(s) have the most current virus scanning software, Windows® security and system patches to protect the Exhibitor(s) and other users from viruses and malicious programs.
2. Device(s) which jeopardize US Bank Stadium network(s) and may result in service interruptions to Exhibitor(s) can result in disconnection from the network(s), without prior notice at US Bank Stadium's discretion. All charges will be applied and no refunds will be processed. Additional charges may apply to diagnose the problem and find a resolution.

### *Telephone Services at US Bank Stadium*

US Bank Stadium offers the following telephone services:

**Digital Line with handset** ..... Event \$250.00 per line x \_\_\_\_\_ = \$ \_\_\_\_\_  
**Analog Line (no handset)** ..... Event \$250.00 per line x \_\_\_\_\_ = \$ \_\_\_\_\_

All stadium-provided Internet and telephone services are subject to a 25% surcharge for orders placed after the published cut-off date. Every effort will be made to accommodate event-day requests, but we cannot guarantee availability of all same-day services. Technician support is available at a rate of \$150/hour (1 hour minimum). Please send any pre-event technical questions to [helpdesk@usbankstadium.com](mailto:helpdesk@usbankstadium.com).

### *CenturyLink Media Desk*

The following services are also available in the stadium and may be ordered directly through the CenturyLink Media Desk (minimum lead times listed):

- PTP DS1 circuits – 9 business days
- ISDN BRI – 5 business days
- ISDN PRI – 9 business days
- Audio, Stereo and HDTV circuits – 5 business days

Requests for these services should be emailed to [media.broadcast@centurylink.com](mailto:media.broadcast@centurylink.com). The telco address is 401 Chicago Ave, Minneapolis 55415 and the local contact is David Kingsbury, 612-224-5422, [dkingsbury@usbankstadium.com](mailto:dkingsbury@usbankstadium.com).

**The Credit Card Authorization Form must be submitted with all orders. \*Rates are subject to change**

#### **Electrical Service Technical questions:**

Terrence Mohs      E-mail | [Terrence.mohs@gephartelectric.com](mailto:Terrence.mohs@gephartelectric.com)      Phone | 651-219-3383

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