Mercedes-Benz Superdome, Smoothie King Center & Champions Square

Private Management for Public Facilities

P.O. Box 52439 New Orleans, LA 70152

SMG IT Phone: (504) 587-3535
Fax: (504) 587-3506
Email: helpdesk@smgneworleans.com

Request for IT Service Effective Through December 31, 2019

Clear Form

Please Type or Print

Please email or Fax with 100% remittance. Please keep a copy for your records.

Event Information	Company Information	Payment Information	
Event Name	Company Name	Payment Method (please select one): Credit Card	
Event Location	Contact Name	Cardholder's Signature	
Event Dates	Street Address	Cardholder's Name (Print)	
On site Contact Name	City, ST, Zip Code	Card Type	
On site Contact Cell #	Phone	Account Number	
	Email	Expiration Date	CVC Code

IMPORTANT

*** PAYMENT NOT RECEIVED 10 DAYS PRIOR TO MOVE IN MUST BE EITHER CERTIFIED CHECK OR CREDIT CARD.**

*** A 3% convenience fee will be assessed to all credit card orders.**

* We accept MasterCard, VISA, and American Express cards.

* Labor charges are assessed on the exhibit floor and payment IN FULL must be rendered.

* RATES QUOTED INCLUDE APPLICABLE TAX AND DO NOT INCLUDE LABOR OR MATERIAL CHARGES FOR CONNECTING EQUIPMENT.

SERVICES INFORMATION

QTY	SERVICE	COST	SUBTOTAL
	PHONE LINE W/LONG DISTANCE	$ 200.00	$ 0.00
	PHONE LINE W/International LD	$ 250.00	$ 0.00
	DRY PAIR	$ 100.00	$ 0.00
	RINGDOWN	$ 200.00	$ 0.00
	10 MB CIRCUIT	$ 300.00	$ 0.00
	20 MB CIRCUIT	$ 600.00	$ 0.00
	30 MB CIRCUIT	$ 900.00	$ 0.00
	40 MB CIRCUIT	$ 1,200.00	$ 0.00
	50 MB CIRCUIT	$ 1,500.00	$ 0.00
	100 MB CIRCUIT	$ 2,000.00	$ 0.00
	300 MB CIRCUIT	$ 3,000.00	$ 0.00
	MISC		$ 0.00
		SUBTOTAL	$ 0.00
		3% CC Fee	$ 0.00
		TOTAL	$ 0.00

ALL PHONE LINES MUST DIAL '9' TO GET AN OUTSIDE LINE UNLESS OTHERWISE REQUESTED.

Information (Booth#, Location, any special instructions, etc.)

Any other services will need to be negotiated.

We can provide service to most of the locations on site, but some areas may not have infrastructure. In this case it may cost more to provide services to that location, or we may suggest another vendor.