



## Mercedes-Benz Superdome, Smoothie King Center & Champions Square

P.O. Box 52439 New Orleans, LA 70152

**SMG IT Phone: (504) 587-3535**

Fax: (504) 587-3506

Request for IT Service Effective  
Through December 31, 2020

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

Please Type or Print

Event Information	Company Information	Payment Information	
Event Name	Company Name	Payment Method (please select one):	
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		
	PHONE LINE W/International LD		
	DRY PAIR		
	RINGDOWN		
	10 MB CIRCUIT		
	20 MB CIRCUIT		
	30 MB CIRCUIT		
	40 MB CIRCUIT		
	50 MB CIRCUIT		
	100 MB CIRCUIT		
	300 MB CIRCUIT		
	MISC		
	SUBTOTAL		
	3% CC Fee		
	<b>TOTAL</b>		

**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.**