



AR# _____

Event
 Vendor

2018 REQUEST FOR VOICE SERVICES
Minnesota State Fair – Non Fair Events

Event (or Vendor) Name : _____
 Email Address : _____
 Billing Address (vendor only): _____
 Installation Contact, Name & Number : _____
 Service Start Date: _____ Service Stop Date: _____
 EVENT INSTALL NOTES

In order to qualify for our advanced rate, form must be received 7 days prior to event move in date.
Please note that VOICE SERVICES are available at any location with a completed Request Form.
PLEASE CHECK with your event contact if you have questions on availability.

TYPE	VOICE SERVICES	ADVANCED	STANDARD	Quantity	TOTAL
Guest	New Landline	\$200.00	\$225.00		
Guest	Additional Landline	\$75.00	\$100.00		
Coliseum	*Landline (Pre-existing line permantly activated in Livestock Area)	\$50.00	\$50.00		
DSL	**Landline	\$50.00	\$50.00		
Late Fee	4 Hour Minimum Fee for Voice Technician Service		\$32.00/HR		
(charge will be added to invoice if service deemed above scope of standard voice technician services)					

Voice Services Include: Installation, repair service, standard features (call forwarding, 3-way calling, call transfer, touch tone, call hold, 9 + ten digit dialing)

Additional Features by Request: Call Waiting, Long Distance (Carrier - CenturyLink)

* You will be charged this rate if you are in a location with a pre-existing phone line. Numbers that cover this rate are located on back of this form.

**If Minnesota State Fair data service is unavailable at your event location you have an option to contact CenturyLink and order DSL Internet. Please note this option requires a \$50.00 voice service charge from the Minnesota State Fair for the use of the landline for DSL. For DSL information please contact our Phone Department @ 651-288-4457.

I authorize the charges detailed within this request form to be charged to my contract account listed here or pay by phone by contacting the Events Department. By signing, I also agree that I have read and agree to the terms and conditions set forth for the services by the Minnesota State Fair.

Make checks payable to:
Minnesota State Fair
 c/o Events Department
 1265 North Snelling Ave.
 St. Paul, MN 55108-3099 OR
 call 651-288-4400.

Signature: _____ Date: _____

TO ENSURE PROMPT SERVICE RETURN FORM TO:
E-MAIL: events@mnstatefair.org OR FAX: (651) 288-2440
Please see reverse side for directions on using your analog phone.

OFF-SEASON EVENTS LESSEES

***** DIALING INSTRUCTION CARD *****

LOCAL CALLS	--	9 + 7 or 10 digit telephone number When calling a different area code you must dial 9+ the area code + 7 digit telephone number.
LONG DISTANCE	--	9 + 1 + area code + telephone number
	--	9 + 0 + area code + telephone number (CREDIT CARD OR COLLECT - NO 3RD NUMBER BILLING) LONG DISTANCE CALLS ARE BLOCKED UNLESS REQUESTED ON TELEPHONE FORM
800 NUMBERS	--	9 + 1 + 800 + 7 digit number
REPAIR	--	DURING SHOW DAYS: Week-days (8-4) – 9-651-288-4457 After hours and weekends - call security * Cell number -9- 651 775-3802
EMERGENCY	--	9-911

THIS TELEPHONE IS LOCATED AT

CALL FORWARDING: When you do not wish to receive calls they may be directed to another number on or off the fair grounds.

To activate -

- Listen for dial tone.
- Dial * 72.
- Listen for dial tone.
- Dial phone number to forward to.
(If outside of fair dial 9 + phone number or 9+area code + phone number)

To cancel -

- Listen for dial tone
- Dial * 73
- Listen for dial tone
- Hang up

6-NUMBER SPEED CALLING:

Abbreviated dialing to frequently called numbers.

To establish speed call numbers.

- Listen for dial tone
- Dial * 74.
- Listen for dial tone
- Enter speed call code (2-7) + phone number.
- Listen for dial tone.
- Hang up

To dial a speed call number:

- Listen for dial tone
- Dial speed call code (2-7) + #.

3-WAY CALLING:

- Depress switch hook
- Dial third party number (9+7 digit)
(9+area code +7 digit)
- When party answers
- Depress switch hook and release.
- All three parties can converse.

CALL TRANSFER:

- Depress switch hook
- Dial telephone number
- Hang up call is transferred

CALL WAITING: (If applicable)

- To place a call on hold answer the waiting beep.
- Depress switch hook wait for.
- Dial tone.
- Press the pound sign #.
- Begin talking
- To return to held call.**
- Hang up handset.
- Telephone will ring
- Resume conversation

Remember: if you are dialing a telephone number Off the fairgrounds, you must first dial a (9) nine.

CALL HOLD: To place a call on hold without a hold button

- to hold call -**
- depress switchboard dial * 4
- to resume call -**
- Hang up handset
- Telephone will ring
- Answer and resume conversation

CONSULTATION HOLD:

to place one call on hold and make a second call excluding the first called

- Depress switch-hook listen for dial tone
- Dial third party number
- Party answers converse (if busy or no answer -
- Depress switch hook twice pause between
- Depressions: (return to original call)

To return to first call:

- Wait for third party to hang up
- Depress switch hook twice
- Pause between depressions
- Resume conversation

Pre-existing Telephone #'s in Livestock Area

651-642-2209	
651-642-2405	
651-642-2406	
651-642-2407	(AgStar Arena)
651-642-2408	
651-642-2336	
651-642-2337	(Horse Barn)
651-642-2338	
651-642-2349	

If you are assigned one of these numbers in Coliseum you will incur a \$50 charge instead of a charge for a new line.

MINNESOTA STATE FAIRGROUNDS

AR# _____

Event
Vendor

2018 REQUEST FOR DATA SERVICES Minnesota State Fair – Non Fair Events

Event (or Vendor) Name :	
Email Address :	
Billing Address (vendor only):	
Installation Contact, Name & Number :	
Service Start Date:	Service Stop Date:
EVENT INSTALL NOTES	

In order to qualify for our advanced rate, form must be received 7 days prior to event move in date.
Please note that **NOT ALL SERVICES** are available in every event facility.
PLEASE CHECK BACK of this form or with your event contact if you have questions on availability.

CONFIRM Wired or Wireless availability in your event facility.

Data service availability listed in Data Services Availability section

	DATA OR SCREEN SERVICES			ADVANCED	STANDARD	# Devices	# Days	TOTAL
Guest	*Hourly 2Mbps Internet connection	Wired	Wireless	N/A	\$8.00			
Guest	*Daily 2Mbps Internet connection	Wired	Wireless	N/A	\$20.00			
Super Guest	*Hourly 5Mbps Internet connection	Wired	Wireless	N/A	\$12.00			
Super Guest	*Daily 5Mbps Internet connection	Wired	Wireless	N/A	\$30.00			

For Event Administration and Operations. Not designed for event to supply its individual vendors.

Net Event	**Internet access for up to 20 computers/devices. Additional devices may be added.			\$400.00	N/A			
Install	Cat6 wired to one location (up to 250 feet from network room)			\$300.00	\$350.00	1		
Install	Cable Rental (Ethernet patch cable up to 50 feet)			\$25.00	\$35.00			

Screen locations (check all that apply):

Warner Coliseum (1)	<input type="checkbox"/>	AgStar Arena (2)	<input type="checkbox"/>	Horse Barn (2)	<input type="checkbox"/>	Cattle Barn (2)	<input type="checkbox"/>
Screen	***Large Screen inside Warner Coliseum (12'x16')			\$75.00/day		1	
Screen	*** 55" LCD Screen			\$25.00/day			

Support	Hourly rate for IT Services (charge will be added to invoice if service deemed above scope of standard IT support for data services above)					\$32.00/hr	
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* Option to connect and pay via the Minnesota State Fair Internet System upon arrival to the event facility.

** Event may need to supply their own network device.

*** Management of any digital screen requires an Internet connection (not included)

GRAND TOTAL

I authorize the charges detailed within this request form to be charged to my contract account listed here or pay by phone by contacting the Events Department. By signing, I also agree that I have read and agree to the terms and conditions set forth for the services by the Minnesota State Fair.

Make checks payable to:

Minnesota State Fair
c/o Events Department
1265 North Snelling Ave.
St. Paul, MN 55108-3099 OR
call 651-288-4400.

Signature: _____

Date: _____

TO ENSURE PROMPT SERVICE RETURN FORM TO:

E-MAIL: events@mnstatefair.org OR FAX: (651) 288-2440

Please see reverse side for service type available in each event facility and terms and conditions.

Data Service Availability

Data services provided by the Minnesota State Fair **may be available** at the following locations (**Please check with your event contact**): Progress Center*, History & Heritage Center, Education Building*, Grandstand*, Merchandise Mart*, International Bazaar, Coliseum*, Horse Barn*, Swine Barn*, Cattle Barn, Miracle of Birth Center/FFA Chapter House and Fan Central. (*Wi-Fi may be purchased onsite without completed Request Form by going to the *StateFairWireless* network landing page and following the direction to purchase.)

Data services provided by the MINNESOTA STATE FAIR are **unavailable** at the following locations: Home Improvement, Sheep and Poultry Barn, Fine Arts Center, 4-H Building, Dairy Building, Parking Lots, Baldwin Park and any outdoor location. You have an option to contact CenturyLink and order DSL Internet. Please note this option requires a \$50.00 voice service charge from the Minnesota State Fair for the use of the phone line for DSL. For DSL information please see your "REQUEST FOR VOICE SERVICES" order form..

Data service availability may change. Please ask you Fair contact if there have been recent changes to the availability of the data service.

Terms and Conditions

1. Servers and/or Routers of any type are allowed only on the Event packages. No Servers or Routers are allowed on the Guest packages, including, but not limited to NAT, DHCP, and Proxy Servers.
2. Every device connected to the Internet/Network must have a purchased IP address from the Minnesota State Fair, regardless of whether the IP address is actually used or not.
3. The Minnesota State Fair reserves the right to disconnect any equipment that is found to be causing overall network problems without offering any refunds for services that have been disconnected.
4. Client agrees not to resell, extend, bridge or otherwise misuse Minnesota State Fair connections and/or services. Minnesota State Fair reserves the right to disconnect any client if they are found to have violated the usage agreement.
5. The Minnesota State Fair is not responsible for cable and/or equipment provided by the client or any third party.
6. Service location (drop) is defined as the location designated by the client. Service extended beyond 50' from the drop point may require an additional drop location and incur an additional fee.
7. **Choice of Law:** This agreement shall be governed by, and construed in accordance with, the laws of the State of Minnesota. In the event of litigation, the place of venue shall be in the county of Ramsey in the State of Minnesota.
8. **Modification:** This agreement shall not be modified or amended by the parties except by written instrument signed by the client and the Minnesota State Fair.
9. **Entire Agreement:** This agreement contains the entire understanding and agreements between the parties hereto respecting the within subject matter, and there are no representations, agreements, or understandings, oral or written, between and among the parties hereto relating to the subject matter of this agreement which are not fully expressed herein.
10. **Acceptance of terms:** Client expressly acknowledges by receipt of services and/or products delivered by the Minnesota State Fair to Client or its designee, to the terms and conditions herein contained.
11. **Facsimile Signatures:** Signatures sent/received via facsimile shall be considered as originals, and as such are valid signatures.
12. **Equipment Responsibility:** Client fully understands and accepts complete responsibility for all equipment leased to Client. Such responsibility shall include, but not be limited to, damage, and necessary repairs, replacement or equipment not capable of being repaired to a full functional status, loss of equipment, loss of income, and all other forms of loss or damage. All equipment, accessories, cables, and switches are included in equipment responsibility.
13. **Equipment procedures:**
 - a. Exhibitors will be responsible for the protection of any equipment rented from the Minnesota State Fair and will ensure that all equipment is returned to the Minnesota State Fair. Minnesota State Fair reserves the right to charge the customer for any lost equipment.
 - b. Rental equipment provided by Minnesota State Fair for this order will remain the property of the Minnesota State Fair.
 - c. Only the Minnesota State Fair staff is authorized to modify system wiring or cabling within the facility.
 - d. All equipment must comply with F.C.C. Regulations.

Warranty Disclaimer/Damage Limitation

The Minnesota State Fair does not provide an expressed or implied warranty for the equipment and services provided, including no warrant of fitness for particular purpose or merchantability. Part of the Agreement with the Minnesota State Fair is a limitation of liability so the Client's sole remedy or recourse against the Minnesota State Fair shall be the return of the prices that the Client paid for services and/or equipment rental, regardless of type, nature or basis for the claim. The Minnesota State Fair shall have no liability whatsoever for personal injury, property damage, business loss, business interruption, consequential or punitive damages.

Client shall indemnify the Minnesota State Fair from third party claims arising from Client's use of Minnesota State Fairs' services and equipment. It is illegal for any party to transmit or download copyrighted material. Under the Digital Millennium Copyright Act, Internet Service Providers may be prosecuted for any material that is transmitted on their network. In order to prevent our organization being prosecuted, Minnesota State Fair will take action against any customer found to be violating copyright laws.