



# COMMUNICATIONS ORDER FORM

To expedite processing of your order please make certain all information is complete.

In order for us to properly service all clients, this phone service order must be completed and returned to the Hyatt Regency Minneapolis seven [7] days prior to set-up date. If same day set-up is required there will be an additional \$50.00 service charge over and above the normal phone charges.

CONVENTION NAME PATENT INFORMATION USERS GROUP DATES MAY 21-24,2006

COMPANY NAME \_\_\_\_\_

GROUP CONTACT/ EXHIBITOR NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE \_\_\_\_\_ FAX \_\_\_\_\_ EMAIL \_\_\_\_\_

### TYPE OF SERVICE REQUESTED

#### DID HOUSE LINES / 56K COMPUTER LINES

- A. HOUSE PHONE No outside calls incoming or outgoing; no installation fee; \$30.00 per phone per day equipment rental
- B. IN-HOUSE/ LOCAL DIRECT DIAL LINE WITH PHONE \$100.00 installation fee per line; \$30.00 per phone per day; no charge for local calls
- C. LOCAL AND LONG DISTANCE DIRECT DIAL LINE WITH PHONE \$100.00 installation fee per line; \$30.00 per phone per day; no charge for local calls; long distance billed at operator assisted rate plus \$.20 per minute plus a \$1.00 plus tax access fee
- D. DIRECT DIAL OUTSIDE LINE FOR COMPUTER MODEM \$100.00 installation fee per line; no charge for local calls; long distance billed at operator assisted rate plus \$.20 per minute plus a \$1.00 plus tax access fee
- E. ANY OF THE ABOVE WITH VOICE MAIL CAPABILITY Above listed price plus an additional \$40.00 installation fee per line

#### T1 COMPUTER LINES (CORE)

- T1 HIGH-SPEED INTERNET LINE Hard-wired Cisco network line, running on industry standard TCP/IP with DHCP. Service includes unlimited access – 24 hour network support -\$450 Flat fee for entire conference
- \_\_\_\_\_ Number of rooms requiring Internet connectivity
- \_\_\_\_\_ Number of days for all rooms
- \_\_\_\_\_ Number of devices (PC's): Network Interface Card required for all PC's

MEETING ROOM / BOOTH NUMBER \_\_\_\_\_

INSTALLATION DATE \_\_\_\_\_ TIME \_\_\_\_\_ REMOVAL DATE \_\_\_\_\_ TIME \_\_\_\_\_

### METHOD OF PAYMENT

\_\_\_\_\_ CREDIT CARD TYPE \_\_\_\_\_ CARD# \_\_\_\_\_ EXP. DATE \_\_\_\_\_

\_\_\_\_\_ DIRECT BILL COMPANY NAME \_\_\_\_\_ DB# \_\_\_\_\_

*Must have prior approval for direct bill option*

\_\_\_\_\_ BILL TO ROOM ROOM # \_\_\_\_\_

AUTHORIZED SIGNATURE \_\_\_\_\_

PLEASE PRINT NAME \_\_\_\_\_

#### DID HOUSE LINES / 56K COMPUTER LINES ORDER:

MAIL OR FAX TO:  
HYATT REGENCY MINNEAPOLIS  
ATTENTION: CATERING/ CONVENTION SERVICES  
1300 NICOLLET MALL MINNEAPOLIS, MN 55403  
FAX (612) 370-1223

#### T1 COMPUTER LINES (CORE) ORDER:

EMAIL OR FAX TO:  
HYATT REGENCY MINNEAPOLIS  
ATTENTION: LIZ WEST/CONVENTION SERVICES  
1300 NICOLLET MALL MINNEAPOLIS, MN 55403  
FAX (612) 370-1223

### FOR HOTEL USE ONLY

FRONT DESK Extension \_\_\_\_\_ Res # \_\_\_\_\_ Room # \_\_\_\_\_

CONVENTION SERVICES Jack # \_\_\_\_\_ CATERING/CS MANAGER \_\_\_\_\_