

MAYFIELD INN & SUITES

Conference Centre • Dinner Theatre • Athletic Club

16615- 109 Avenue, Edmonton, Alberta T5P 4K8
 Phone: (780) 484 - 0821 Fax: (780) 481 - 3923

Telephone-Internet Requirements Order Form

Units	Description	Days	On-Site Price	Amount
	Telephone line per event (dial 9 for outside line)		\$188.00	
	Telephone line per event (direct outside line)		\$200.00	
	Long Distance Access • Please note long distance charges will apply			
	Wireless Internet		\$150.00 per day	
	High speed Internet Access Line • ADSL > i.e. Shaw, Telus (non-dialup) • ISDN > i.e. Dialup connections • Do you require static ip addresses • Do you require DMZ host *please note that you are required to contact the hotel 7 days prior to arrival to confirm configuration		\$150.00 Set-up \$75.00 per day/IP Addresses	
	Special Requests			
			ORDER TOTAL	
			PLUS G.S.T	
GST #R133751602			GRAND TOTAL	

Rules & Regulations

- This form must be completed and returned to hotel no later than 3 weeks prior to event.
- Credit card Payment is required if Long Distance Access is requested.
- All materials and equipment supplied by the Mayfield Inn Trade Centre shall remain the property of that company. The exhibitor shall be held responsible for loss or damage of such materials as are associated with his booth and shall compensate the Mayfield Inn Trade Centre in the event of loss or damage.
- **NO ORDER SHALL BE PROCESSED UNTIL THE COMPLETED FORM WITH PAYMENT HAS BEEN RECEIVED.**
- Completed forms should be fax to 780-481-3923

Show Name		Booth #	Date(s) Required	
Company		Contact		
Address	City	Prov/State	Postal Code	
Phone Number		Signature		
Visa	MasterCard	American Express		
Credit Card No.		Expiry Date:		Year:
		Month:		

Feb 2010