

**INFORMATION SYSTEMS REQUEST FORM**

##### GROUP/CONVENTION INFORMATION: Today’s Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Group/Convention Name:

Group/Convention Dates (Arr./Dep.): January 29th,, 2017/January 31st, 2017

Technical Contact Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

##### BILLING INFORMATION:

Company Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Zip\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PAYMENT DETAILS:** \_\_\_\_Check Check Number #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_Master Account Master Acct. #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_Credit Card Name on the Card\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Credit Card #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Conv. Services Manager\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_ Expiration Date**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Ext.\_\_\_\_\_\_\_\_\_\_\_\_ Card Holder Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **SERVICE ITEMS** | **#** | **Advance Rate\*** | **Standard Rate** | **Total** | Location # | Date / Time In | Date / Time Out |
| *Telephone Line Service* |  |  |  |  |  |  |  |
| Analog – Fax / modem / credit card line - NO PHONE |  | $159.00 | $212.00 |  |  |  |  |
| Analog – With Phone – in-house / local calling only |  | $132.52 | $196.10 |  |  |  |  |
| Analog – With Phone – no calling restrictions |  | $185.52 | $249.10 |  |  |  |  |
| Analog - With Polycom Speaker Phone –no calling restrictions |  | $291.50 | $397.50 |  |  |  |  |
| Voice mail |  | $53.00 | $79.50 |  |  |  |  |
| Call Roll Over |  | $53.00 | $79.50 |  |  |  |  |
| ***Internet Access / Ethernet (hard-wired)*** |  |  |  |  |  |  |  |
| High Speed Internet Access (Best Effort) |  | $636.00 | $748.00 |  |  |  |  |
| High Speed Internet Access (10Mb Private)  |  | +100 |  |  |  |  |  |
| High Speed Internet Access (20Mb Private)  |  | +200 |  |  |  |  |  |
| High Speed Internet Access (30Mb Private) |  | +300 |  |  |  |  |  |
| High Speed VPN Internet Access (data rates as above) |  | Data rate +100 |  |  |  |  |  |
| ***Private Internal Network/Ethernet or Wireless*** |  |  |  |  |  |  |  |
| Private Internal Ethernet Network (Guest provided equipment) |  | Call for Quote | Call for Quote |  |  |  |  |
| Private Internal Wireless Network (Guest provided equipment) |  | Call for Quote | Call for Quote |  |  |  |  |
|  |  |  |  |  |  |  |  |

###### \* IMPORTANT NOTES: FEES FOR SERVICES NOT LISTED ABOVE WILL BE DETERMINED AT THE TIME OF ORDER

**1. All setup and rental fees are per event plus usage unless otherwise indicated. 6% tax is included in the price.**

2. Direct Dial Long Distance calls billed on a per minute basis (AT & T operator assisted plus 40%).

3. Orders cancelled with less than 48 hours notice will incur a 50% cancellation charge.

1. **Advance Rate, Order must be received a minimum of 15 Days prior to first (1st) scheduled move-in date.**
2. Technical Assistance charges $50.00 per hour. Minimum of 1 hour required. 15 days advance notice required. Standard Rate $100 per hour with 3

hour minimum

1. High Speed Internet Access requires Ethernet network device or computer.
2. ISDN lines are ordered through 3rd Party Vendor.
3. Provision 3rd party circuits @ $200 plus standard labor of $50 per hour.
4. Digital telephones are required for multi conference call, speed dialing and other specially programmed features.
5. For all quoted services please call (860) 862-4002 or email at: ISconventionservices@mohegansun.com

##### FORM RETURN INFORMATION:

Please send completed request form to: Larry Bernier

 Mohegan Sun

 1 Mohegan Sun Blvd.

 Uncasville, CT 06382

 Telephone (860) 862-3014 / Fax (860) 862-3253

Or e-mail to: lbernier@mohegansun.com