



AR# \_\_\_\_\_

Event   
Vendor

**2022 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	ADVANCE	STANDARD	Quantity	TOTAL
Guest	New Landline	\$200	\$225		
Guest	Additional Landline	\$75	\$100		
Coliseum	*Landline (Pre-existing line permantly activated in Livestock Area)	\$50	\$50		
DSL	**Landline	\$50	\$50		
Late Fee	4 Hour Minimum Fee for Voice Technician Service		\$32 /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 - Lumin/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

\*\*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.

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**TO ENSURE PROMPT SERVICE RETURN FORM TO:  
E-MAIL: [events@mnstatefair.org](mailto: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 \*\*\*\*\*

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

**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.**

**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 Numbers in Livestock Area

651-642-2209	
651-642-2405	
651-642-2406	
651-642-2407	(Compeer 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.