

VIDEOCONFERENCE RESERVATION AGREEMENT



Madison Videoconference, LLC
 14 W. Mifflin Street
 Suite 311
 Madison, WI 53703
 Phone: 608-268-0435
 Fax: 608-268-0437

The following information, pricing, terms and conditions are agreed upon by the scheduling party named below.

Scheduling Party:

Bill To: (if different from info on left)

Company _____

Company _____

Contact _____

Contact _____

Address _____

Address _____

City/State/Zip _____

City/State/Zip _____

Phone _____ Fax _____

Phone _____ Fax _____

Conference Date: _____

Time: from _____ to _____ (CST)

Locations: list each location you will be renting:

City	# of Participants	Name/Tel. of one participant
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

For use of your own private site:

City	Equip/Model	Room Tel./Contact	ISDN dial up #'s
_____	_____	_____	_____

Which site will initiate the call? City: _____

Speed of Conference (kpbs): 112/128 224/256 336/384

Special Requirements: e.g. videotape, document camera, laptop connection, catering, etc.

Projected Cost: Costs are pro-rated based on information provided by scheduling party and are subject to change based on changes made prior to or at the time of the conference.

Reservation Fee: N/C

Room Rental Rate: \$185 per hour

ISDN Tel. Fees: \$80 per hour if U.S **Other :** _____

TERMS AND CONDITIONS: 1. Reservation of rented room will not be held until signed reservation form is received. 2. Reservation fees may be applicable at some rented locations. If applicable reservation fee payment must accompany signed reservation form. 3. Room rentals and ISDN long distance fees are based on hourly fees, minimum one hour and billed in half-hour increments thereafter. 4. Room rental may not be reduced by unused time and additional use beyond the scheduled time may be restricted. 5. Cancellation fees: 50% of room rental will be assessed if cancelled two days prior to conference; 100% of room rental if cancelled within 24 hours of conference. 6. Your credit card will be charged at the conclusion of the videoconference, unless other arrangements have been made. 7. Madison Videoconference, LLC. and its affiliates are not responsible for delays, postponements, failure of video conferencing technology or cancellations due to unforeseen circumstances and in no way are liable for any loss of use, lost profits, consequential or any other damages. In no event shall any liability exceed the amount of the room rental fee.

Name Authorizing Payment _____ Date _____

Signature _____

Credit Card Payment type _____ number _____ exp. _____ name _____

FAX THIS FORM WITH SIGNATURE TO 608-268-0437