

VALLEY FORGE CONVENTION CENTER COMPLEX
TELEPHONE AND INTERNET ORDER FORM

CONVENTION / SHOW NAME: _____

SHOW DATE: _____

COMPANY NAME: _____

BOOTH NUMBER: _____

ADDRESS (Street, City, State, Zip): _____

EXHIBITOR REPRESENTATIVE: _____

TELEPHONE #: _____

TELEPHONE AND INTERNET INFORMATION:

DISCOUNT DEADLINE

- * All charges **MUST** be prepaid to the Valley Forge Convention Center.
- * All fax orders **MUST** have credit card information.
- * To receive the discount, this order **MUST** be received at least TWO WEEKS prior to the show move-in date.
Any orders received after this date will be charge the **STANDARD** rate.
- * A 50% refund will be given on cancellations of up to two (2) weeks prior to the first day of move-in.
- * No refund will be given on cancellations less than two (2) weeks prior to the first day of move-in.
- * All services and long-distance charges are billed at VFCC standard rates.
- * All exhibitors must return all phone equipment or a \$75.00 charge will be added .
- * All exhibitors requesting a phone must leave a credit card number to receive an unrestricted phone line.
- * FAX THIS FORM IN TO ORDER SERVICE - KEEP THIS FORM AS YOUR RECEIPT

<p>Please make checks payable to: VALLEY FORGE CONVENTION CENTER Attn: Booth Services 1200 First avenue King of Prussia, PA 19406 PHONE: (610) 768-3252 FAX: (610)-768-3290</p>	<p>Credit Card Payment: <input type="checkbox"/> American Express <input type="checkbox"/> MasterCard <input type="checkbox"/> Discover <input type="checkbox"/> Visa Account #: _____ Exp.: _____ Name on Account: _____ Signature: _____</p>
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ORDER INFORMATION:

	Quantity	Discounted	Standard	Sub Total	6% Tax	Total
* Telephone Line Requested:		\$ 175.00	\$ 250.00			
* Highspeed Ethernet Connection		\$ 425.00	\$ 525.00			
* Additional Connections			\$ 195.00			
* Technician assistance: (per hour rate)		\$ 225.00	\$ 375.00			
GRAND TOTAL:						

- * Please retain one copy of this form for your records !
- * The Telephone number or internet code assigned to your booth will located on a sticker attached to phone / line.
- * The prefix numbers are as follow: 610 - 354 - _____
- * To dial a local call outside of complex, please dial "9" then number
- * To dial a long - distance call, Please dial "9 + 1 then number "
- * If you experience any complications, please contact the Booth Services Desk during Show.
- * Network Configuration Using DHCP (automatic book-up to internet)
- * Creditcard Machines must be set up to dial "9"

****Please note this charge will appear as "LODGING" on your credit card statement. Please retain a copy for your records(this is your RECEIPT). Valley Forge Convention Center does "NOT" provide invoices. If you should have any questions, please refer to the above phone number.**