

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

- \* 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.**