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:

* *All charges **MUST** be prepaid to the Valley Forge Convention Center.*
* *All fax orders **MUST** have credit card information.*
* *All orders **MUST** be received two (2) weeks prior to move in or cannot be guaranteed.*
* *To receive the discount, this order **MUST** be received by or on the date listed above as the "Discount Deadline". Any orders received after the discount deadline 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.*

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**	**( ) MasterCard** **( ) Visa**

ORDER INFORMATION:

	Quantity	Discounted	Standard	Sub Total	6% Tax	Total
*** Telephone Line Requested:**		*$ 175.00*	*$ 250.00*			
*** Highspeed Ethernet Connection**		*$ 425.00*	*$ 525.00*			
*** Additonal Connections**		*$ 195.00*	*$ 270.00*			
*** Technician assistance: (per hour rate)**		*$ 175.00*	*$ 225.00*			
			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 hook-up to internet)*
* *Creditcard Machines must be set up to dial "9"*

**** Order must be received 2 weeks prior to start of show to receive the discount rate****

*****Please note this charge will appear as "RADISSON 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.***