

**VALLEY FORGE CONVENTION CENTER COMPLEX**  
**TELEPHONE AND INTERNET ORDER FORM**

CONVENTION / SHOW NAME: Bead Fest Wire SHOW DATE: April 8-10, 2011  
 COMPANY NAME: \_\_\_\_\_ BOOTH NUMBER: \_\_\_\_\_  
 ADDRESS (Street, City, State, Zip): \_\_\_\_\_  
 EXHIBITOR REPRESENTATIVE: \_\_\_\_\_ TELEPHONE # : \_\_\_\_\_

**TELEPHONE AND INTERNET INFORMATION:**

<b>Discount Deadline</b>
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- \* 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: <b>VALLEY FORGE CONVENTION CENTER</b> Attn: Booth Services 1200 First avenue King of Prussia, PA 19406 PHONE: (610) 768-3206 FAX: (610)-768-3290	<input type="checkbox"/> MasterCard <input type="checkbox"/> Discover <input type="checkbox"/> Visa <input type="checkbox"/> AMEX
	Account Number
	Expiration Date

**ORDER INFORMATION:**

	Quantity	Discounted	Standard	Sub Total	6% Tax	Total
* Telephone Line Requested:		\$ 182.50	\$ 265.00			
* Highspeed Ethernet Connection		\$ 450.00	\$ 550.00			
* Additional Connections		\$ 195.00	\$ 270.00			
* Technician assistance: (per hour rate)		\$ 175.00	\$ 225.00			
<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"
- \*\*\* 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.**