

VALLEY FORGE CONVENTION CENTER COMPLEX
TELEPHONE AND INTERNET ORDER FORM

CONVENTION / SHOW NAME: Bead Fest SHOW DATE: _____
 COMPANY NAME: _____ BOOTH NUMBER: _____
 ADDRESS (Street, City, State, Zip): _____
 EXHIBITOR REPRESENTATIVE: _____ TELEPHONE # : _____

TELEPHONE AND INTERNET INFORMATION:

Discount Deadline August 6, 2010

- * 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) 768-3206 FAX: (610)-768-3290 boycek@gfhotels.com	<input type="checkbox"/> MasterCard <input type="checkbox"/> Visa
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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	\$ 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.**