

# Phone Order Form

Name of Exhibition or Show: \_\_\_\_\_ Booth No. \_\_\_\_\_  
 Firm / Booth Name: \_\_\_\_\_ Show Date: \_\_\_\_\_  
 Address: \_\_\_\_\_ Phone No.: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Email: \_\_\_\_\_  
 Contact: \_\_\_\_\_ Signature: \_\_\_\_\_

**Please submit orders as early as possible to facilitate prompt service.**

**Signature of requesting party on order form indicates understanding of the following conditions:**

- 1 Payment must accompany phone orders before any services are provided unless arrangements are made with our utility staff.
- 2 Only **Dayton Convention Center and AT&T** personnel are authorized to modify system wiring and cables.
- 3 **AT&T** is the exclusive provider of analog phone services for the Dayton Convention Center.
- 4 Exhibitor will be fully responsible for the protection and safekeeping of telephone equipment. Charges will apply for all damages and loss of equipment.
- 5 Rate quoted for phone service covers only the most convenient manner of bringing the service to the booth or room.
- 6 Prices are based on current rates and are subject to change.
- 7 **You must dial "9" to reach an outside line. Credit card machines must be configured to dial "9".**
- 8 All lines are analog and are toll free and long-distance capable. Phone use is unlimited throughout event. No Call Waiting, Speed Dialing or Call Forwarding is available. **Use of conferencing equipment needs to be approved before installation.**

### TELEPHONE SERVICE

QTY	DESCRIPTION OF SERVICES	RATE (Each)	TOTAL
	Telephone service drop to the booth (Analog service)	\$275.00	
	<b>On-Site</b> telephone service rate	\$500.00	
FOR HIGH-SPEED WIRELESS INTERNET SERVICE SEE <i>IMAGINE NETWORKS</i> ORDER FORM			
		<b>Grand Total</b>	

**On-site rate applies to all orders received within 5 business days of event!**



### BILLING INFORMATION:

The Dayton Convention Center Accepts Visa, MasterCard and American Express



<b>CARD NUMBER:</b> _____ <b>EXPIRATION DATE:</b> _____ <b>3-DIGIT SECURITY PIN:</b> _____ <small>(pin located on back of card)</small> <b>AUTHORIZATION SIGNATURE:</b> _____	<i>Billing Name and Address as it appears on your statements:</i>	<b>Name:</b> _____ <b>Address:</b> _____ <b>PO Box:</b> _____ <b>City:</b> _____ <b>State:</b> _____ <b>Zip:</b> _____
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<input type="checkbox"/> <b>(CHECK HERE IF PAYING BY CHECK) CHECK # _____ AMT\$ _____</b>
<input type="checkbox"/> <b>(CHECK HERE IF PAYING CASH) RECEIVED BY _____ AMT\$ _____</b>