



22 E. Fifth Street, Dayton, OH 45402
 Phone: 937.333.4700 Fax: 937.333.4711

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:

- 1 Payment must accompany phone orders before any services are provided. IF PAYING BY CREDIT/DEBIT CARD, PLEASE CALL- IN YOUR CARD INFORMATION OR VISIT OUR OFFICE TO PAY IN PERSON. DO NOT EMAIL, MAIL OR FAX CREDIT/DEBIT CARD NUMBERS.
- 2 Fulton Communications and AT&T are the exclusive phone service providers for the Dayton Convention Center. Only Fulton Communications and AT&T agents dispatched by the City of Dayton IT Department are authorized to modify telephone system wiring and cables.
- 3 Exhibitor will be fully responsible for the protection and safekeeping of telephone equipment. Charges will apply for any damage or loss of equipment.
- 4 Pricing quoted for phone service only covers the most convenient manner of bringing the service to the booth or room.
- 5 Pricing is based on current rates and is subject to change at any time.
- 6 You must dial "9" to reach an outside line. Credit card machines must be configured to dial "9".
- 7 All lines are analog, toll free and long-distance capable. Phone use is unlimited throughout event.
- 8 No Call Waiting, Speed Dialing or Call Forwarding services are available.
- 9 Conferencing equipment is available to rent through our preferred AV Service provider, Dave Conger AV (please contact us for ordering). Outside conferencing equipment should be tested prior to events.

TELEPHONE SERVICE

QTY	DESCRIPTION OF SERVICES	RATE (Each)	TOTAL
	Telephone service drop to the booth (analog).	\$150.00	
	On-Site telephone service install rate.	\$500.00	
FOR HIGH-SPEED WIRELESS INTERNET SERVICE CONTACT US FOR A HARBORLINK WI-FI SERVICE ORDER FORM			
		Grand Total (No Tax)	

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

PAYMENT INFORMATION:

(CHECK HERE IF PAYING CREDIT/DEBIT CARD) TOTAL AMT \$ _____

The Dayton Convention Center Accepts Visa, MasterCard and American Express
 CREDIT/DEBIT CARD PAYMENTS CAN BE TAKEN IN PERSON OR BY PHONE AFTER FORM IS SUBMITTED.

PLEASE DO NOT WRITE ANY CARD NUMBERS ON THIS FORM.

Our Office Can be Reached at 937.333.4700; Mon - Fri, 8am - 5pm

DCC Office Use Only: Credit/Debit Card Processed by: _____ Date: _____

(CHECK HERE IF PAYING BY CHECK) CHECK # _____ AMT \$ _____

(CHECK HERE IF PAYING CASH) AMT \$ _____

DCC Office Use Only: Cash Received by: _____ Date: _____