



AV Department
 400 North Olive Street
 Dallas, TX 75201
 Tel: 214-777-6548
 Fax: 214-303-4148

TELEPHONE ORDER FORM

Company: _____

Event: _____

Set up Date: _____ Set up Time: _____ Booth / Room _____

End Date: _____ End Time: _____

COMPANY INFORMATION	
COMPANY NAME	(print)
ON-SITE CONTACT NAME	(print)
Address	
City, State, Zip	
Phone Number	
()	
Fax Number	
()	
Payment Terms & Conditions	
Full payment, including sales tax, is due in advance. Purchase orders are not accepted.	
A representative must be in your booth to sign for delivery of equipment.	
All equipment must be returned to Audio Visual Department in the same condition as it was in at the time of delivery, normal wear	
Company agrees to be billed for any Damages or Loss of Equipment While in Exhibitor or Clients Possession	
For equipment not listed, or special Services Please Call (214) 777-6548	

DESCRIPTION	QTY	RATE	#DAYS	TOTAL
Analog Telephone Lines <small>(Commonly used for Modems and Credit Card Machines)</small>	_____	@ \$50	_____	= \$0
Direct Inward Dial <small>(Line can be Accessed Directly from the Outside through its Independent Number)</small>	_____	@ \$125	_____	= \$0
House Phone <small>(In House Access Only)</small>	_____	@ \$25	_____	= \$0
Speaker Phone (Simplex)	_____	@ \$125	_____	= \$0
Polycom Speaker Phone (Duplex)	_____	@ \$150	_____	= \$0
High Speed Internet Access <small>(High Speed Internet Connection)</small>	_____	@ \$300	_____	= \$0
Wireless Internet Access (secured)	_____	@ \$150	_____	= \$0
*** ADDITIONAL ***				
High Speed Internet 8 Port Hub	_____	@ \$80	_____	= \$0
Wireless Internet Access (secured)	_____	@ \$150	_____	=
Fiber Optics Access (per port)	_____	@ \$200	_____	=
Telephone Line Installation Fee <small>(per Location) REQUIRED</small>		\$100		= \$100

All prices listed above are per day / per line. In addition to the above charges,
Hotel will bill for all local and long distance charges.

Payment	Please complete the requested information below:
<input type="checkbox"/> Credit Card <input type="checkbox"/> Check <input type="checkbox"/> Master	
Cardholder's Name (as shown on card):	
Account No.	Expiration Date
Authorized Signature	
Telephone Number	
()	

TOTAL COST	
Equipment Rental Total:	_____
Telephone Installation Fee	<u> \$100 </u>
SUBTOTAL:	_____
8.25% Sales Tax:	_____
Cost of Telephone Calls	_____
GRAND TOTAL	_____

For internal Use Only

Account Number HIS: _____
 Account Name HIS: _____
 Phone Extension: _____

Copy to : Credit Manger, Conventions Services Manager, Front Desk, A/V