



Convention Telephone Request

Friday, December 12, 2003

CONVENTION INFORMATION

Convention Name _____ Manager: _____
 Exhibiting Group _____
 Contact Person _____ Telephone _____
 Address _____ City _____ State & Zip _____
 Installation Location _____

HOTEL IN-HOUSE SERVICES

Single Hotel Line: in house: _____ local calls: _____ long distance: _____
 \$125.00 basic installation (includes 1st day and phone) plus \$30.00 per day for the 2nd and 3rd days,
 \$10.00 per day thereafter.

Modem Line: (prices are the same as single Hotel Line, but setup for Modem):
 Single Line (Outgoing Only) _____ System is able to support up to 28.8 baud.

Direct in Dial Line (DID): All in bound calls are directed automatically to your station and by pass the
 hotel switchboard. The number can be advanced to you on your request. \$135.00 installation (includes
 1st day) plus \$40.00 per day for the 2nd and 3rd days, \$15.00 per day thereafter.

Large Conference Speaker Phone: \$75.00 per day plus charges for single or DID line.

HIGH SPEED INTERNET AND DATA NETWORK SERVICES:

Please contact David Mann with Core Communications
At 972-818-1518 or your hotel contact can provide order forms.

Special Instructions

Comments _____
 Installation Date: _____ Time _____
 Removal Date: _____ Time _____

BILLING INFORMATION

Payment arrangements are required prior to installation.
 If your organization is taxable, above prices are plus 8.25% sales taxes.
 You will be billed according to your instructions.

Credit Card (American Express, Visa, Master Card and Diners Club are accepted)

Name as it appears on card: _____
 Credit Card Number: _____ Expiration Date: _____
 Signature: _____

Room Account

Guest Name: _____
 Room Number/Account: _____

Master Account (Must be approved by Credit Manager)

Guest Name: _____
 Master Account Number: _____

Please return this information at least seven (7) days prior to convention arrival.

Please return to:

Linda Chartion
 (214) 651-1234
 Fax: (214) 712-7217