

# HERSHEY<sup>SM</sup> EXPOSITIONS

# TELEPHONE ORDER FORM

6305 Allentown Boulevard, Harrisburg, PA 17112  
PHONE: 717-508-5926 FAX: 717-298-1519

**Please provide the following information:**

Order Date: \_\_\_\_\_

Name of Event: \_\_\_\_\_

Company Name: \_\_\_\_\_ Fax: (\_\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_ Phone: (\_\_\_\_\_) \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Event Date: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Booth #: \_\_\_\_\_ Room: \_\_\_\_\_

Location in Room: \_\_\_\_\_ Extension: \_\_\_\_\_

Type of Service	Cost Per Day	Date of Service	Time of Service	# of Days	# of Lines	Total Cost
<b>IN-HOUSE LINE</b> (Includes Telephone) Limited to in-house telephone service only	\$25.00					
<b>LOCAL &amp; LONG DISTANCE LINE</b> (Telephone) For outgoing calls only <b>One Time \$125 hook-up charge</b>	\$40.00					
<b>LONG DISTANCE LINE</b> (Credit Card Machine) Will your machine be programmed to dial 9 + number <input type="checkbox"/> Yes <input type="checkbox"/> No <b>One Time \$125 hook-up charge</b>	\$40.00					
<b>DID LOCAL &amp; LONG DISTANCE LINE</b> Direct inward dial for incoming & outgoing calls <b>One Time \$125 hook-up charge</b>	\$60.00					

A \$100 surcharge will apply if not ordered at least 21 days in advance of your event.

Sub Total: \_\_\_\_\_

Orders not submitted to the Convention Services Manager at least 21 days prior to the event cannot be guaranteed.

Other: \_\_\_\_\_

6% PA Sales Tax: \_\_\_\_\_

**Please Note:** Long distance calls are surcharged at 75% above standard AT&T Operator assisted rates plus tax. Directory assistance & information calls are \$1.50 per call plus tax. All local, operator assisted, and 800/888/877 calls are no charge.

**Total:** \_\_\_\_\_

Customer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### FOR LODGE USE ONLY

CSM: \_\_\_\_\_ Account #: \_\_\_\_\_

Technician: \_\_\_\_\_ Date: \_\_\_\_\_ Switch Port #: \_\_\_\_\_ Patch Panel #: \_\_\_\_\_