

HERSHEYSM 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
IN-HOUSE LINE (Includes Telephone) Limited to in-house telephone service only	\$25.00					
LOCAL & LONG DISTANCE LINE (Telephone) For outgoing calls only One Time \$125 hook-up charge	\$40.00					
LONG DISTANCE LINE (Credit Card Machine) Will your machine be programmed to dial 9 + number <input type="checkbox"/> Yes <input type="checkbox"/> No One Time \$125 hook-up charge	\$40.00					
DID LOCAL & LONG DISTANCE LINE Direct inward dial for incoming & outgoing calls One Time \$125 hook-up charge	\$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 #: _____