Gatlinburg Convention Center
303 Reagan Dr. ~ Gatlinburg, TN 37738
Fax (865) 436-3704 ~Telephone (865) 436-2392

TELEPHONE SERVICE ORDER

Effective June 25, 2009

Full Name of Event _____ Event Dates_____

Company Name _____ Booth # _____

TELEPHONE SET AND/OR LINE REQUEST

PAYMENT MUST BE RECEIVED BY THE GATLINBURG CONVENTION CENTER A MINIMUM OF 14 DAYS BEFORE SCHEDULED EXHIBITOR MOVE-IN TO RECEIVE ADVANCED RATE.
ORDERS RECEIVED LATE WILL BE CHARGED AT THE FLOOR RATE.
THE GATLINBURG CONVENTION CENTER RESERVES THE RIGHT TO CHARGE FLOOR RATE IF THE FORM IS RECEIVED AFTER THE DEADLINE.

NO EXCEPTIONS, PLEASE!

Telephone Service:	Advanced Rate:	$ 60.00	_____
	Floor Rate:	$70.00	_____
	Wireless Internet:	$25.00 Per Code	_____
	Long Distance Charges		_____
	All other calls @.50 each		_____

CAUTION: Special Signals are sent through lines ordered as telephone lines, this will damage software if the line is being used for a computer.

CREDIT CARD CUSTOMERS ONLY:

Account Type (please circle) Visa MasterCard American Express

Card Holder Name (please print) _____

Card Holder Mailing Address _____

City_____ State_____ ZIP Code_____ Telephone #_____

Account Number _____Expiration Date _____

I authorize the Gatlinburg Convention Center to charge the above TOTAL amount to my account as indicated.

Customer Signature _____Date _____

For confirmation that form was received, please print email address:_____

IMPORTANT INFORMATION

Telephone Service Customer Guide

All incoming calls dial (865) 436-6900

Calls within the building dial the extension number

Calls outside the building dial 9+ telephone number

Your extension number is _____. Please notify callers of your extension for faster service.

ALL ORDERS MUST BE RECEIVED BY MAIL OR FAX; NO PHONE ORDERS ACCEPTED!

Make Remittance Payable to: Gatlinburg Convention Center
303 Reagan Dr.
Gatlinburg, TN 37738

ALL ORDERS ARE SUBJECT TO AVAILABILITY