

Telephone and Data Line Order Form  
 Chattanooga Convention Center  
 P.O. Box 6008  
 Chattanooga, Tennessee 37401  
 (423) 756-0001 Fax: (423) 424-2993  
 e-mail: mail@chattconvention.org

Please submit this form at least ten (10) days prior to your requested service date. Payment must accompany this order. All orders should be placed with the Chattanooga Convention Center teleprocessing service to assure prompt installation of telephone and data lines. Please specify if RJ-11 jacks will be needed with data lines. If other than push-button single line phone service is required, please attach a description, including the FCC number.

<b>Telephone lines (telephone numbers) Price includes one phone for each line.</b>			
Quantity	Advance Price	Standard Price	Total
	\$160.00	\$200.00	

<b>Extra Telephone Sets (Does NOT include phone line). You must have ordered telephone line above to order extra phones.</b>			
Quantity	Advance Price	Standard Price	Total
	\$25.00	\$40.00	

Payment in full must accompany your advance order. Payment must be made by check or credit card authorization. We accept MasterCard, Visa, American Express and Discover. Unless otherwise specified, all prices are good for the duration of the show. Please note that long distance calling will be billed separately.

Trade Show:	
Company Name:	Booth #:
Address:	
City/State/Zip:	
Contact Name:	
<b>TOTAL CHARGES FOR PHONE LINES</b>	
Phone Lines	\$
Extra Phone Sets	\$
Subtotal	\$
Sales Tax (9.25%)	\$
Total Amount Due	\$

Payment **MUST** accompany order to receive advance rates and **MUST** be made in full prior to opening of event. No exceptions please. If paying by credit card please FAX this order along with the credit card authorization form to (423) 424.2993 To pay by check or money order please send this completed order and payment to the above P.O. Box address

**INTERNET INFORMATION:**

The Chattanooga Convention is equipped with high speed Internet connectivity at speeds averaging 10 megabytes per second. The facility is wireless throughout. Wireless access is available at a cost of \$12.95 per day or \$49.95 per week with a credit card charge. Additional service is available through our information technology department. Please contact Clifton Wright for pricing and availability for all other Internet access needs.

After accessing the Internet you will be taken to a registration screen. Follow the directions on this screen. You will be required to enter a log in name, password and credit card information.

Advance payment is *not* required for this service.

**Chattanooga Convention Center  
Credit Card Authorization Form**

Mail: PO Box 6008, Chattanooga, TN 37401

Fax: 423.424.2993

E-mail: [adolejs@chattconvention.org](mailto:adolejs@chattconvention.org)

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

Date of Event \_\_\_\_\_

Exhibitor \_\_\_\_\_

Booth Number \_\_\_\_\_

Contact Name \_\_\_\_\_



I, \_\_\_\_\_, hereby authorize the Chattanooga-Hamilton County Convention and Trade Center to charge the following credit card for my exhibitor charges.

Total Amount Due \$ \_\_\_\_\_

Please choose the appropriate card:

MasterCard \_\_\_\_\_ Visa \_\_\_\_\_ American Express \_\_\_\_\_ Discover \_\_\_\_\_

Cardholder's Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_



Card # \_\_\_\_\_

Expiration Date \_\_\_\_\_

Three Digit Code (on back of credit card) \_\_\_\_\_