

Gatlinburg Convention Center
P.O. Box 5 ~ Gatlinburg, TN 37738
Fax (865) 430-4391 ~ 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
P.O. Box 5
Gatlinburg, TN 37738**

**ALL ORDERS ARE SUBJECT TO AVAILABILITY
Rates Approved By City Commission March 21, 2006**