



Telephone/Data Service Order Form

Name of Event: _____ Event Date: _____

Business Name: _____ Booth No : _____

Address: _____

Phone Number: _____ Email: _____

Full payment must accompany order, no later than 10 days prior to first exhibitor move in date.

Telephone Line Only Local and toll free calls Quantity _____ x \$125.00 = \$ _____

Data/Internet Connections Quantity _____ x \$50.00 = \$ _____

Total: \$ _____

MasterCard, Visa, AMEX, Discover # _____ Expiration Date: _____

Signature: _____ Date: _____

Telephone Requirements

- Bring your own handset and cord to plug in. We do not provide telephone cords.
- All calls go through our PBX. Dial 9 to access outside line.

NOTE: Fax machine/electronic credit card machines must be programmed to dial 9 and one pause.

Data/Internet Requirements

- We do not provide data cables.
- Your PC setup should be set to DHCP (our network will assign IP address)
- Need to have a network interface card (Ether net)
- CAT 5 hook-up

Guidelines

- We reserve the right to refuse service.
- We cannot guarantee service prior to show opening.
- No refunds will be issued, once service has been connected.
- Available lines are reserved on a first come, first served basis.

Return completed form along with PAYMENT to:

Cabarrus Arena & Events Center • P.O. Box 707 • Concord, NC 28026-0707
Telephone 704-920-3976 • Fax 704-920-3999

Fax only if you are paying by credit card.