

Company Name: _____ BOOTH No: _____
 Event: Arts & Crafts Festival of the Lehigh Valley Dates: 2/18/2006-2/19/2006

ADVANCE PAYMENT PRICE DEADLINE: February 3, 2006
 In order to grant this discount, the Pennsylvania Expo Center MUST receive **full payment** and this order form no later than the above date. All payments received after this date will be charged **REGULAR PRICE**. **Exceptions will not be made.**

<u>Description</u>	<u>Quantity</u>	<u>Advanced Payment Price</u>	<u>Standard Price</u>	<u>Cost</u>
Cable Modem ¹		\$150.00	\$210.00	
Cable TV line ²		\$150.00	\$210.00	
Standard Voice Line		\$120.00	\$180.00	
Dial-Up Modem or Credit Card Line		\$120.00	\$180.00	
Fax Line		\$120.00	\$180.00	
Voice Mail Box		\$25.00	\$30.00	
Phone Instrument		\$20.00		
		Add 6% PA Sales Tax::		\$ _____
¹ Refundable Cable Modem <u>deposit</u>		\$100.00		
² Refundable Converter Box <u>deposit</u>		\$200.00		
TOTAL:				\$ _____

- Terms and Conditions**
- Advanced rate cut off is 2 weeks (14 days) prior to the first day of move-in.
 - Contracts for special services must be received no later than 30 days prior to move-in to ensure service.
 - To assist us in processing your service contract, payment for services must accompany contract. Booth number(s) must be identified on form.
 - NO REFUNDS OR CREDIT will be given for services once installed.
 - A \$500.00 service charge will be assessed to relocate your line after installation.
 - A \$500.00 service charge will be assessed for cancellations within 14 days of first day of move-in.
 - There will be a \$.25 surcharge for all "1-800" calls, and a \$.95 surcharge for all long distance directory assistance calls.
 - Pennsylvania Expo Center is not responsible for exhibitor equipment incompatible with PA Expo equipment.
 - No claims will be considered unless filed with Pennsylvania Expo Center prior to closing of show.
 - Customers who choose to pay by check must also supply a valid credit card number. Any and all charges not prepaid, including those for long distance calls and unreturned equipment, will be billed to the credit card. Your signature below indicates you acknowledge and agree to all terms and conditions herein and will authorize Pennsylvania Expo Center to bill your credit card.

CABLE MODEM / CONVERTER DELIVERY – initial at time of install

PA Expo Rep.: _____ Deposit received from client. Item(s) delivered in good condition and working order.
 Client: _____ Item(s) received from Pennsylvania Expo Center in good condition and working order.

CABLE MODEM / CONVERTER RETURN – initial at end of show

PA Expo Rep.: _____ Item(s) received from the client in good condition and working order.
 Client: _____ Deposit received from Pennsylvania Expo Center.

Indicate desired location in booth with an **X**

Left Right

Booth #: _____

Aisle

PAYMENT INFORMATION

Payment by check: (must be drawn on US Banks)

Payable to: **Lehigh Valley Expo Center, LLC**
 Send to: **Pennsylvania Expo Center**
501 Cetronia Rd
Allentown, PA 18104
610.336.9100

Payment by credit card:

Fill in all credit card information, sign the form and **fax to: 610.336.9955**

The Pennsylvania Expo Center will not honor advance payment pricing after the deadline. This includes the submission of faulty credit card information.

COMPANY NAME:	PHONE:	FAX:
ADDRESS:	CITY:	ST: ZIP:
SIGNATURE:	PRINT NAME:	
PAID BY: CK VISA MC AMX DISC CARD#		EXP DATE:
CARD HOLDER SIGN HERE:	PRINT NAME:	