

ELECTRICAL & PHONE ORDER FORM & INVOICE

If you require electricity, a phone or Internet line for your booth, please complete the following information and fax it to our **Catering Department at 717-763-7120**

Hearing Loss Expo 2016 ~ November 2-3, 2016

Company Name: _____

Person Authorizing Hook Up: _____

Company Address: _____

Telephone Number: _____

Booth Number: _____

Mark the following needs you may have for your booth:

Quantity	Item	Total \$
	Electricity (110 V Service) @ \$30.00 per line, per day	
	Local Phone Line @ \$25.00 per line, per day	
	Long Distance Line @ \$150.00 per line, per day	
	Sub-Total	
	19% Service Charge	
	6% Sales Tax (Sub-Total + Service Charge)	
	Grand Total	

** Please bring your own extension cord(s) or power strip(s) **
The hotel does not provide this amenity

Please Select Method of Payment: Check* _____ Credit Card _____

Credit Card Number: _____ **Expiration Date:** _____

Exact Name on Card: _____

Signature: _____

* Check must be sent with form prior to conference. Note, payments will not be processed prior to May 1st, 2016 *

**If you have any questions, please call the
Radisson Hotel Harrisburg Sales & Catering Department: 717-433-9737**

Radisson Hotel Harrisburg

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Sales Direct: 717-433-9737 * Sales Fax: 717-763-7120
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