



Lansing Center Telephone Order Form

When ordering telephone service for the Lansing Center, you should use the following procedures:

- 1) Contact AT&T Exhibitor Services at least 14 days in advance to arrange for a Network Interface for a temporary telephone line to Lansing Center's communications room.

Exhibitors Services AT&T Telephone Service

MW.EXHIBITORS.SERVICES@RDSMAIL.IMS.ATT.COM

OR send via toll free fax: 1-800-311-5107

Direct dial: 1-877-377-2508 or 1-877-377-2507

- 2) AT&T will bill you for the Network Interface and any long distance charges, at your company address following the show.
- 3) **Lansing Center Technical Services Staff will connect your temporary phone line to your booth, meeting room, etc. The connection fee is \$35 per line. You may fax this form to the Lansing Center with your VISA / Master Card / AMEX number to (517) 483-7439, or mail your \$35 payment in with a copy of this form to:**

Lansing Center Business Office
333 E. Michigan Avenue
Lansing, MI 48933

If you need an internet connection, please [click here](#)

Name of Cardholder (please print): _____

(circle one) VISA MC AMEX Card #: _____ Exp. Date: _____

3-Digit Security Code (back of card): _____ Billing Address Zip Code: _____

Signature of Cardholder: _____

Authorized Signature: _____ Phone: () _____