

Lansing Center Telephone Order Form

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

Contact AT&T Exhibitor Services at 1 (888) 976-2427 or Fax: 1 (888) 976-5868 at least 14 days in advance to arrange for a Network Interface for a temporary telephone line to the Lansing Center's communications room.

1. When placing your order, be sure to give AT&T:

Show Name: _____ Show Dates: _____

Company Name: _____ Booth Number or Location: _____

Company Contact: _____ Company Telephone Number: _____

2. The AT&T operator will give you a:

Show Telephone Number: _____ Hook-Up Date: _____

Disconnect Date: _____ Work Order Number: _____

AT&T will bill you for the Network Interface and any long distance charges, at your company address following the show.

3. The 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 contact Arialink at (517) 492-1350 or fax (517) 346-5042. They will be happy to assist you.

4. Please indicate whether this phone line will be used for VOICE _____ or DATA _____.

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: () _____