



Hickory Metro Convention Center

1960 13th Avenue Drive SE ❖ Hickory, NC 28602
Phone 828.324.8600 ext. 200 ❖ Fax 828.345.0700 www.hickoryconventions.com

2009 Invoice and Event Telephone Line and Hi-Speed Internet Access Line Order Form

Please use this form to order telephone line(s) and hi-speed Internet access line(s) for your booth at the **Hickory Metro Convention Center**.

Telephone

The cost is **\$193.00 per line**. That fee covers installation labor, wire, monthly line charge (one month minimum) and disconnection.

I am ordering _____ line(s) at **\$193.00 per line** for a total of \$_____.

Please note:

- Our carrier requires 12-working days advance notice to guarantee installation.
- Phone lines are **restricted long distance**. You cannot make any direct dial long distance calls. You can make local, collect, calling card, credit card and 1-800 calls (which usually covers a credit card machine).

A multiple line discount is available. Please contact HMCC if you need more than one line.

Internet

	Advance ²	Regular	Quantity	Total
Wireless Internet Connection; Up to 256 kbps	No Charge			
Unshared Ethernet Service; One IP Address	\$245.00	N/A ¹		
Shared Ethernet Service; One IP Address	\$750.00	N/A ¹		

¹ = Ethernet Service must be ordered at least 12 working days in advance of the event.

² = **HMCC must receive payment & completed form no later than 12 days in advance of exhibitor move-in.**

HMCC does not send invoices for this service. We can only accept payment by MasterCard, Visa, certified check, bank check or cash. If you need an invoice, please make a copy of this form.

Please remember: In order to allow our supplier sufficient time to install your line, you must send this completed form and payment so it reaches the **Convention Center** no less than **twelve (12)** working days prior to the show opening.

This form is not valid 15 days after event listed below.

Please provide the information requested below and mail or fax this order form to the Hickory Metro Convention Center. Make checks payable to: Hickory Metro Convention Center.

Event: _____	Date(s): _____	Booth #: _____
Company Name: _____	Contact Name: _____	
Address: _____	City: _____	Zip: _____
Phone: _____	Fax: _____	

Please Circle: American Express MasterCard Visa Check

Name on Card: _____

Card #: _____

Exp. Date: _____ / _____ **TOTAL: \$** _____

I authorize **HMCC** to charge the above account as indicated above.

Cardholder

Date

HMCC use only: