



## Telephone/Data Service Order Form

Name of Event: \_\_\_\_\_ Event Date: \_\_\_\_\_  
 Business Name: \_\_\_\_\_ Booth No : \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Full payment must accompany order, no later than 10 days prior to first exhibitor move in date.

**Telephone Line Only Local and toll free calls**      Quantity \_\_\_\_\_ x TBD = \$ \_\_\_\_\_  
 (Telephone lines are not available in all locations of the buildings. See Event Coordinator for specific information)

**Data/Internet Connections**      Quantity \_\_\_\_\_ x TBD = \$ \_\_\_\_\_  
 (Direct hardwire connections are NOT available in all locations of the buildings and may incur additional charges)

**Wireless Internet Connections**      Quantity \_\_\_\_\_ x TBD = \$ \_\_\_\_\_  
 (Only limited, password-protected wireless service is available)

Total: \$ \_\_\_\_\_

MasterCard, Visa, AMEX, Discover # \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Telephone Requirements

- Bring your own handset and cord to plug in. We do not provide telephone cords.
- All calls go through our PBX. Dial 9 to access outside line.

### Data/Internet Requirements

- We do not provide data cables.
- Your PC setup should be set to DHCP (our network will assign IP address)
- Need to have a network interface card (Ether net)
- CAT 5 hook-up

### Guidelines

- We reserve the right to refuse service.
- We cannot guarantee service prior to show opening.
- No refunds will be issued, once service has been connected.
- Available lines are reserved on a first come, first served basis.

Return completed form along with PAYMENT to:

Cabarrus Arena & Events Center • P.O. Box 707 • Concord, NC 28026-0707  
 Telephone 704-920-3976 • Fax 704-920-3999  
[slbulger@cabarrusarena.com](mailto:slbulger@cabarrusarena.com)