

INTERNAL HOTEL PHONE LINE - REQUEST FORM

(Limited Number of Lines Available)

Our Internal Hotel Phone Lines require 'Dial 9' access for outside calls.

Function Title: Connecticut Association for School Librarians – CASL **Date(s):** November 9-10, 2008

Company Name: _____

Company Address: _____

Company Phone Number: (____) _____ **Company Fax Number:** (____) _____

On-Site Contact: _____ **Authorized Signature:** _____

Number of Phone Line(s) Required: _____ **Number of Phone Line(s) with Phone(s) Required:** _____

Meeting Room Name: _____ **Booth #:** _____

Day/Date Required: _____ **Time Required:** _____ **Extension Assigned (TBD by Hotel):** _____

Type of Usage (i.e. Outside Calls, Credit Card Approval, etc): _____

CHARGES

-One time Installation charge of \$50.00 for each internal Hotel phone line ordered in advance
(Installation charge of \$75.00 to be assessed for internal Hotel phone lines requested day of Show)
-Long distance calls made to Alaska, Hawaii or internationally will be billed at the prevailing Hotel phone rates

All charges are subject to 6% CT State Sales Tax

METHOD OF PAYMENT (No checks, please)

***1. By Credit Card**

Type of Credit Card: ___ AMEX ___ MC ___ VISA ___ DINERS ___ DISCOVER

Card Number: _____ Exp. Date: _____

Cardholder Name: _____ Signature: _____

Cardholder's Address _____

Cardholder's Phone Number: _____ Cardholder's Fax Number: _____

***2. Charges Applied to Authorized Contact's Overnight Room (this option may only be used if Contact is checked in at the Hotel during the entire duration that the Internal Hotel Phone Line is installed/in use)**

Hotel Guest's Name: _____

Arrival Date: _____ Departure Date: _____ Room Number _____

***PLEASE SEND OR FAX COMPLETED FORM TO: Crowne Plaza -Cromwell, Attn: Mr. Adam Yother,
100 Berlin Road, Cromwell, CT 06416 Phone: 860-635-2000 Ext: 314 Fax: 860-635-7768**

***Completed form and type of payment must be received at Hotel by Friday, November 5, 2008.**

***As there are a limited number of Internal Hotel Phone Lines available, all requests will be handled on a "first come/first served" Basis.**